

## 4 THE ON-LINE PERSONNEL SYSTEM

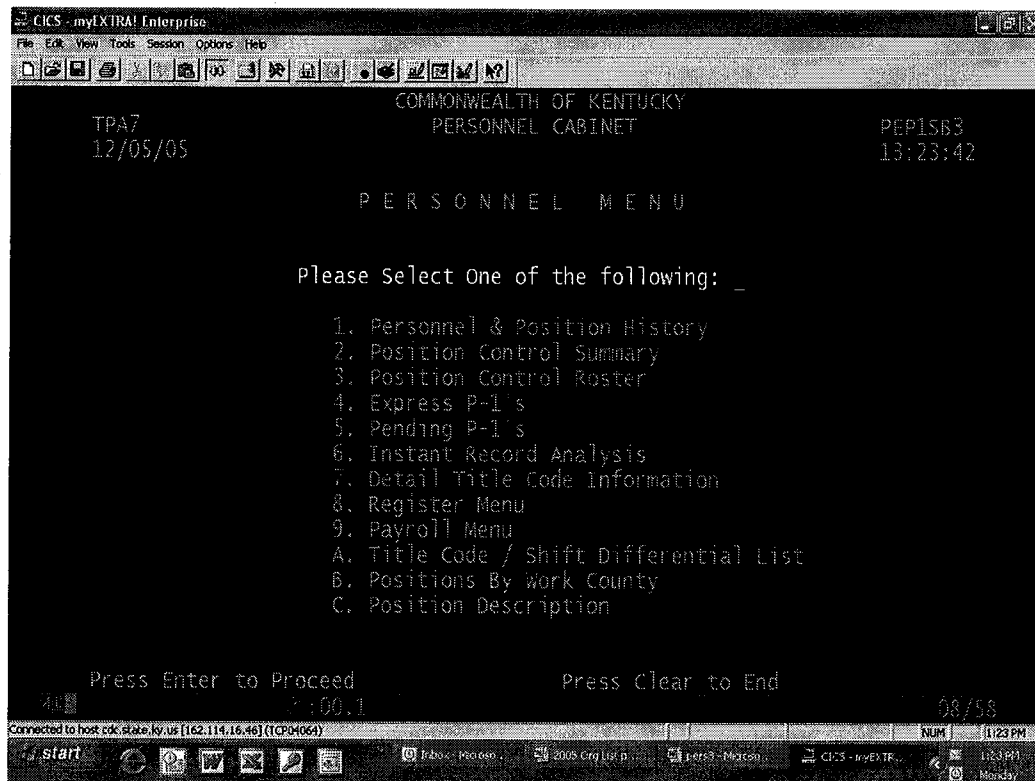
### 4.1 How to Use the On-line System

- Type "CICS" and press the Enter Key.
- Clear the screen (simultaneously depress the ALT Key and the Clear Key, releasing at the same time), or press the Clear Key.
- Type "CESN" and press the Enter Key.
- Type your TSO Logon User ID and your password and press the Enter Key.
- Type in "PERS" and press the Enter Key.

You will now be able to see the following Menu Screen.

#### To Sign-off:

- Clear the screen and wait for "End of Processing" message.
- Type "CSSF LOGOFF" and press the Enter Key.



## 4.2 Personnel and Position History (Established 1984).

The Personnel and Position History file is maintained by the Personnel Cabinet and is updated daily. The file represents all actions that were approved as of 8 a.m. that day. The file contains all P-1s on all employees beginning January 1, 1984. All state agencies are eligible to apply for access to the file for information pertaining to that agency's employees only. It allows you to inquire by typing in the social security number, last name, or full name. You can also type in the organizational number to find out who is in it or who has been in it in the past.

An agency may request that access by internal staff be restricted to a certain organizational level, down to branch. This means, for example, that a particular person with a given user ID could be provided access to division level actions within a department. Branch access means branch within a given department, no other departments. Department access means all departments.

When an individual is transferred, all P-1 actions on the employee are made available to the old agency and the new agency. The new agency can see all new actions as well on the file. The old agency, however, can see only the old actions. This procedure serves to comply, in part, with the law that requires employee files to be transferred to the new state agency.

CICS myEXTRA! Enterprise

File Edit View Tools Session Options Help

TPA7 COMMONWEALTH OF KENTUCKY PEP1S58  
12/05/05 PERSONNEL CABINET 13:31:58  
Personnel & Position History

Choose One of the Following P1 Access Methods:

1. SS#: Dual Code:

2. Last Name:  
First Name:  
Middle Initial:

3. Position#:

Clear=End Enter=Process Pf6=Clear Pf10=Menu

Connected to host: cdc.state.ky.us [162.114.16.46] (TCP04064)

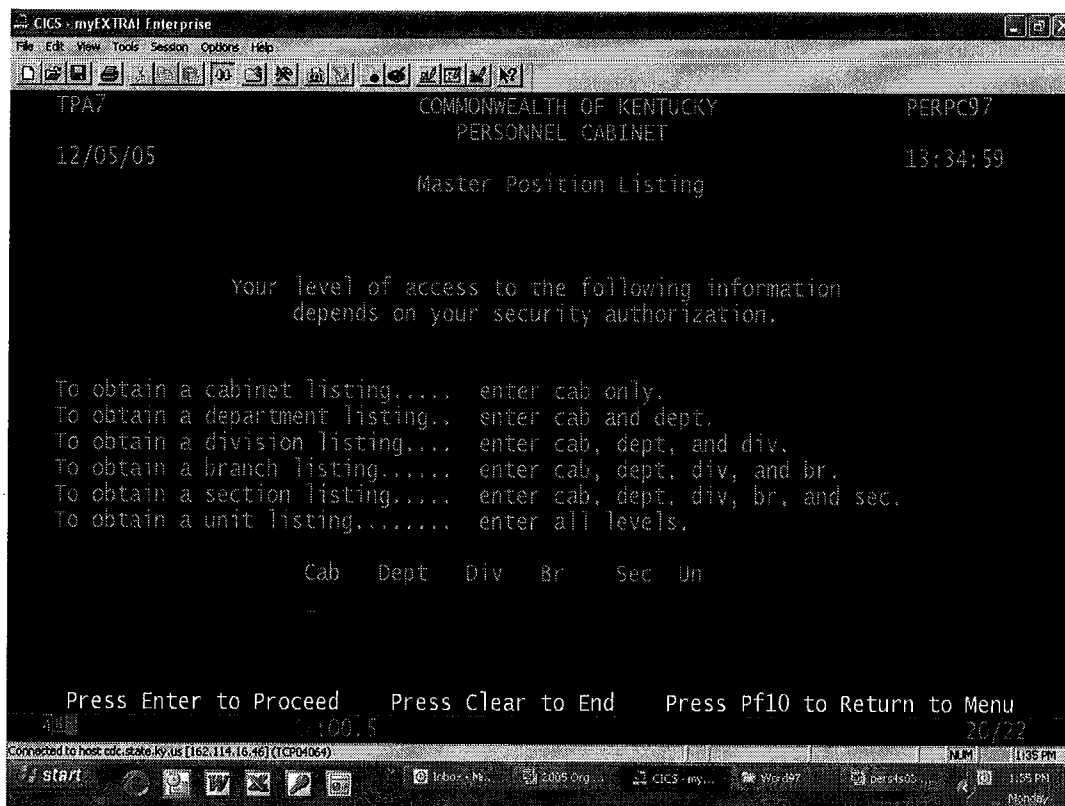
start 09/36

### 4.3 Position Control Summary (Established 1987).

The Master Position Summary printout that is sent to you once each month should be used as history only, because it is up-to-date only at the point in time that it is printed. In cases where you must make management or personnel document-processing decisions based on position control summary information, you should obtain access to CICS so you may be aware of position/personnel changes as they are made each day.

This is a summary of what is located at the back of your position control run. This first screen breaks down by the employment status code and the number of filled or vacant positions. Selecting PF6 will provide a breakdown of the merit & non-merit status by filled and vacant positions.

When you press the Enter Key, you can see a breakdown of the FLSA codes and race/sex=male/female. This file is excellent for management reporting and it is updated daily, which is an advantage to your paper listing (position control run).



```
CICS - myEXTRA! Enterprise
File Edit View Tools Session Options Help
[Icons]
TPA7                                COMMONWEALTH OF KENTUCKY          PERPC97
12/05/05                            PERSONNEL CABINET                13:34:59
                                   Master Position Listing

Your level of access to the following information
depends on your security authorization.

To obtain a cabinet listing..... enter cab only.
To obtain a department listing..  enter cab and dept.
To obtain a division listing.... enter cab, dept, and div.
To obtain a branch listing..... enter cab, dept, div, and br.
To obtain a section listing..... enter cab, dept, div, br, and sec.
To obtain a unit listing.....    enter all levels.

Cab  Dept  Div  Br  Sec  Un

Press Enter to Proceed  Press Clear to End  Press Pf10 to Return to Menu
100.5 20/22
Connected to host cdc.state.ky.us [162.114.16.46] (TCP01064)
start [Icons] 1:05 PM Monday
```

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Master Position Summary----Cabinet      Dept      Div  
(Current as of last workday P-1s were processed in Dept of Pers)  
TPGP      PERPC94  
-----Filled-----      -----Vacant-----  
Full   % of Tot   Part   Total      Full   % of Tot   Part   Total  
Status  
  Stat-M  
  Stat-NM  
  Detail  
  Prob  
  Prom  
  NM-6Mo  
  Pvs  
Seas LT 9Mo  
Seas GE 9Mo  
Temporary  
Emergency  
FFTL  
Scholar  
Co-op  
Inter  
Total

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Clear=End   Enter=FLSA-R/S Inf   Pf5=New Org   Pf6=Pos Inf   Pf9=Pers Sys   Pf10=Menu

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Master Position Summary----Cabinet      Dept      Div  
PE5B      PERPC95  
Total      % of Total  
  FLSA  
    Exempt  
    Non-exempt  
    Total

Race/Sex  
-----Male-----      -----Female-----  
Total      %      Total      %      Total      %  
  White  
  Black  
  Hispanic  
  Asian Amer  
  Amer Ind/Alask Nat  
  Other  
  Total

---

Clear=End   Pf5=New Org   Pf6=Pos Inf   Pf7=Emp Inf   Pf9=Persnl Sys   Pf10=Menu

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Revised Jan/2006  
Reviewed: Feb/2007

Master Position Summary----Cabinet      Dept      Div  
(Current as of last workday P-1s were processed in Dept of Pers)  
PE5B      PERPC89

Position Merit Status

	Filled				Vacant			
	Full	% of Tot	Part	Total	Full	% of Tot	Part	Total
Pos-Status								
Merit								
Non-Merit								
Total								

Clear=End   Enter=FLSA-R/S Inf   Pf5=New Org   Pf7=Emp Inf   Pf9=Pers Sys   Pf10=Menu

Master Position Summary----	Personnel Sys	....Cabinet	Dept	Div
PE5B	-----Filled-----	-----Vacant-----		
PERPC90	Full	% of Tot	Part	Total
KRS 18A	CLASSIFIED			
KRS 18A	UNCLASSIFIED			
KRS 18A	UNCLASSIFIED-UNGRADED			
KRS 16	UNIFORMED STATE POLICE			
KRS 151	CERTIFIED & EQUIVELENT			
KSBD	DEPARTMENT OF EDUCATION			
CIVIL DEFENSE				
TOTAL				
PER DIEM				
UNCLAS/PERM				

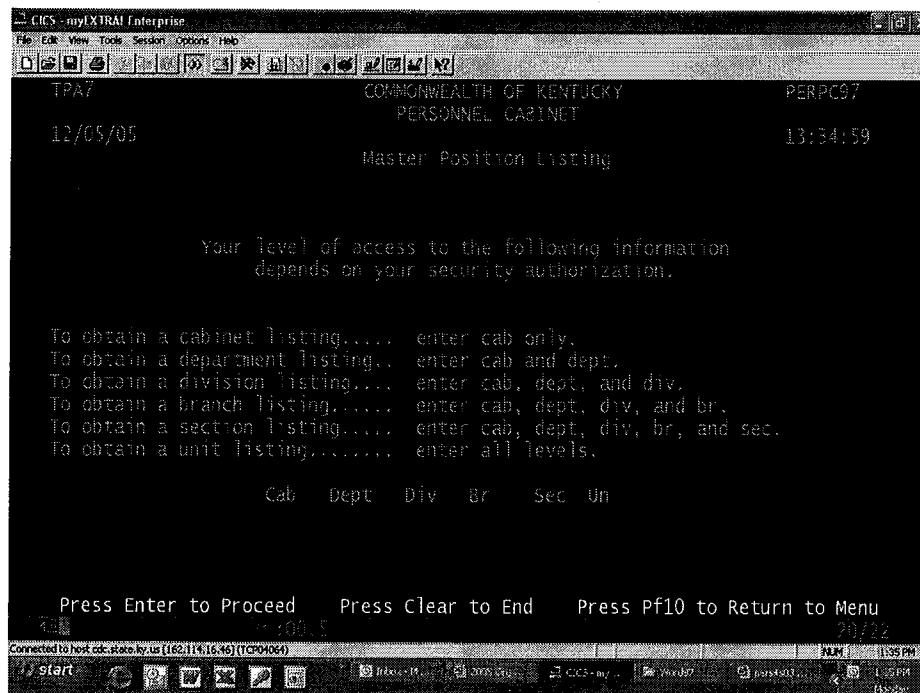
Clear=End   Enter=FLSA-R/S Inf   Pf5=New Org   Pf6=Pos Inf   Pf7=Emp Inf   Pf10=Menu

#### 4.4 Position Control Roster (Established 1987).

The same information that is on the position control summary paper printout is available on-line and is updated on a daily basis. For example, the data at the end of each division, department, or cabinet on the position control summary, is shown on-line in a more readable format. You are also provided with the percentages in each category of employment--information that is not on the Position Control Summary report. The information is always up to date and includes all P-1s approved by Personnel through last night.

The same security standards that apply to other information available to you on-line apply to these data as well. That is, an agency has access only to information pertaining to that agency.

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Revised Jan/2006  
Reviewed: Feb/2007

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Position Listing	Cab	Dept	Div	Br	Sec	Un	(PS=Position Status)
PE5B							(FL=FLSA) PERPC98
Cab					Dpt		
Div					Br		
Sec					Unt		

Last	Employee Title	Title	Position #	P	E	F	Wk
Name, Inits	Number Code	Abbrev.	(Exc. Cab.)	Salary	Gr	S	RS S L Co

Enter=New Org Pf5/17=Access Scn Pf7/19=Backwd Pf8/20=Forwrd Pf10=Menu Clear=End

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#### **4.5 The XP System (Express P-1 Processing System) (Established 1985)**

- About the System
  - What is the XP System?
    - Why is XP a High Performance P-1 Processing System?
    - Special Security Procedures are Required Prior to Authorized Use of XP System.
- Basics of How the System Works.
- Creating and Sending P-1s to the Personnel Cabinet Electronically.
  - How to Create (add) a P-1 and Send it to Personnel.
    - Enter Key Information
    - Create the First Screen
    - Create the Second Screen
    - Create the Third Screen
- How to Correct (Change) the P-1 if an Error is Found in the Batch Process.
  - Enter the Actions Created
  - Enter the Error Message Screen
- How to Look at or Delete a P-1.
- XP System Can Have Separate Points of Electronic P-1 Approval.



### About the XP System (Express P-1 Processing) What is the XP System?

For agencies that choose to do so, the XP System allows you to enter P-1s from on-line and have such P-1s transmitted electronically to the Personnel Cabinet. Presently, only certain P-1s can be entered into this system. Other types of P-1s will be added to the system as the capability for processing them is developed. Presently, the types of P-1s and associated nature of action codes that can be used are as follows:

A11	Appointment	G42	Stop Shift/Weekend Premium
A12	No service break	G61	Chg Pay Type-Hourly to Salary
A13	No service break, chg co. no.	G62	Chg Pay Type-Salary to Hourly
A14	Previous service, same agency	K1_	Suspension
A15	Up to Midpoint of Grade	M11	Social Security Number Change
A16	Minimum of Grade – Returning Retirees	M21	Change Employee Status (Item #28)
A17	Up to Midpoint of Grade - Returning Retirees	M22	Change Employment Type (Item #29)
A21	Reinstatement, 12 Month Break	M23	Chg Position Merit Status (Item #31)
A22	Reinstatement, Worked within 12 Months	M24	Change Work County (Item #44)
A23	Reinstatement by board/court ord.	M25	Change Fund Source (Item #32)
A31	Re-employment	M26	FLSA/OT Change
C11	Reclass, higher grade & base	M27	Retirement Code Change
C13	Reclass, same grade & salary	M31	Increment Date Change
C14	Reclass, lower grade, same salary	M32	Name Change
C21	Reallocation, higher grade & base	M33	Home Address Change
C23	Reallocation, same grade & salary	M34	Work Address/Phone Change
C24	Reallocation, lower grade & salary	M35	Race/Sex Status Change
C25	Reallocation, higher grade, same salary	M36	Birth date Change
C31	Grade Change, higher salary	M38	Home County Change
C32	Grade Change, same salary	M39	State/Local Tax Code Change
E11	Voluntary Transfer	M41	Temporary Overlap
E12	Voluntary Transfer, same cab., diff dept.	S11	Return from Military Leave
E13	Transfer with diff. title, same cab., dept.	S16	Return from Sick Leave
E14	Transfer with diff. title, same cab., diff. dept.	S31	Return from Suspension
E21	Prom, higher grade, increase added to base	W11	Military Leave Without Pay
E24	Ingrade Promotion, salary & grade no change	W16	Sick Leave
E31	Vol. Demotion, lower grade, same salary	Y1-	Resignation
E32	Vol. Demotion, lower grade, lower salary	Y20	Resignation to Move
E33	Demotion, same grade & salary	Y21	Resign to be reappointed (diff agy)
E41	Reorg., Executive Order	Y22	Resignation - Other
E42	Reorg., Administrative Order	Y24	Resign to be reappointed (same agy)
E43	Reorg., Legislation	Y25	Resign, accept w/ prejudice
E71	Establish Position	Y31-Y35	Retirement
E72	Abolish Position	Y4_	Dismiss
E81	Position # Change (Correct/redo Pos. #)	Y5_	Dismiss from Suspension
E82	Position # Change (Other)	Y6_	Layoff
G11	Six-month probationary increment	Y71	Death
G12	Six-month non-merit increment		
G13	Annual increment only, merit and non-merit		
G21	Promotional Increase		
G31	Educational Increase		
G41	Add Shift/Weekend Premium		

### **Why is XP a High Performance P-1 Processing System?**

The process represents a high performance system of personnel action preparation and processing. That is, P-1 processing speeds can be increased substantially while achieving even greater accuracy levels in the initial preparation of P-1s. One of the reasons for this is because of the on-line edit capabilities which notifies the preparer immediately of certain types of problems. For example, you will automatically be told that certain types of actions cannot be done together, or that certain fields require completion for a particular type of action. And there are some areas in which the computer just won't let you make a mistake. For example, once the SSN is entered on-line, you are automatically presented all other identifying information for that employee without further ado (such as name, address, grade and class code).

There are now approximately 200 on-line edits for the Express P-1 Processing System. This will allow you to correct the P-1 which you have just entered. The highlighted error message will appear at the bottom of the screen and will tell you just exactly what is incorrect about the action you have just tried to enter.

Transmission (i.e., messenger) and other such "wait state" time is in effect eliminated. And that is where most processing time is consumed.

Elimination of messenger time also reduces a security problem that some agencies have complained of--the P-1 goes through several hands and affected employees often are informed of a final personnel action before the supervisor can sit down with the employee personally and discuss the P-1. There's also a lot less chance of losing the P-1.

The XP System eliminates the need for you to know a lot of technical reference material to prepare a P-1. For example, the computer automatically tells you which particular fields on the P-1 need to be completed for a given action. No checking of tables, etc. is needed. Extra work is eliminated because the person preparing the P-1 sometimes types extra fields on the P-1 even though they are not needed for that particular type of action.

You don't have to spend time in your files looking for the most recent turnaround P-1. This means there's no problem of accidentally sending Personnel the wrong (old) turnaround P-1.

### **Special Security Procedures are Required Prior to Authorized Use of XP System.**

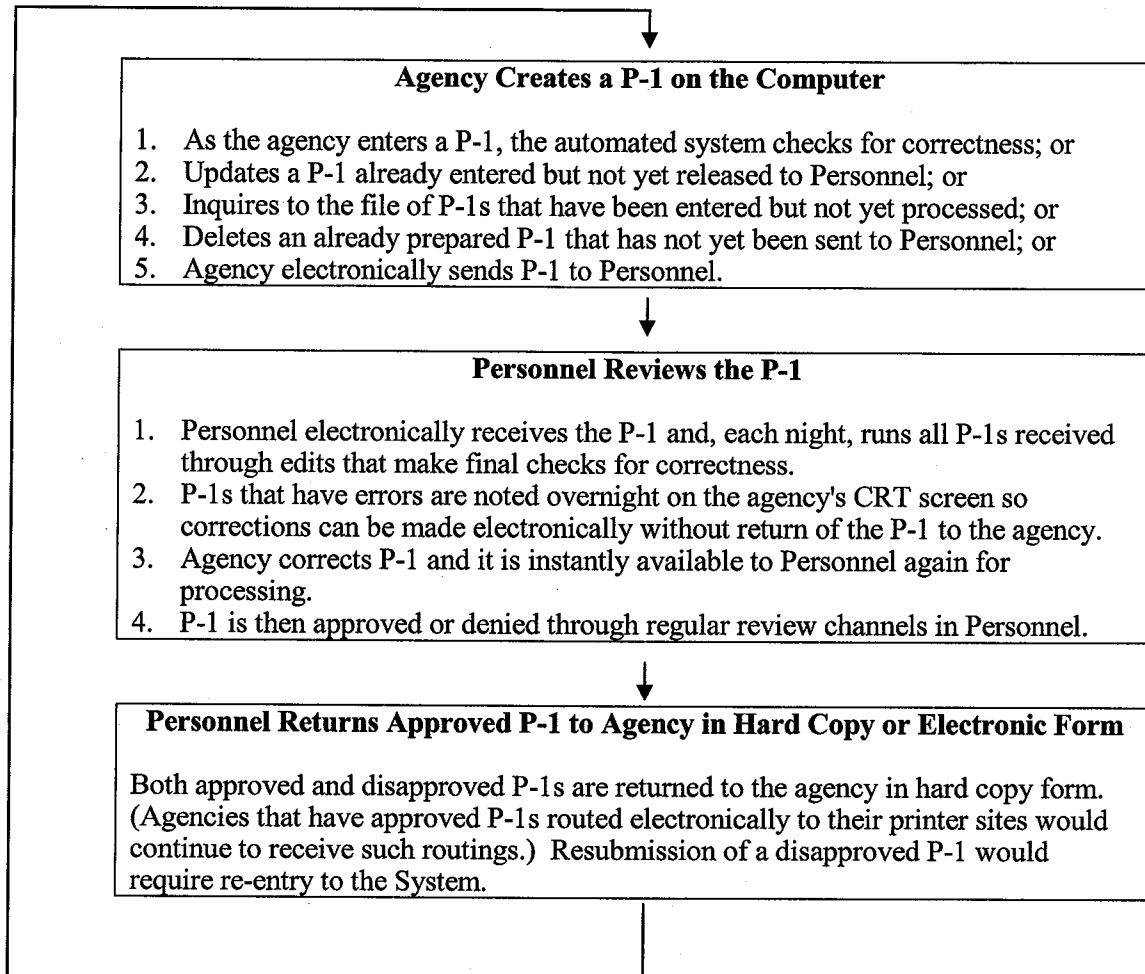
Machine-generation of P-1s is not new. For example, for several years we have used the computer to machine-generate grade changes and annual increments. One signature or signature stamp has served to authorize the electronic production of these and other types of actions.

In the XP System, however, our requirements are much more stringent. We limit use of the system to particular terminals. Also, the system requires a security identification number be assigned to each individual assigned to use the system. Finally, each person authorized by the agency to type a P-1 on the terminal must have a unique password. And the password must be changed periodically to avoid any possible security breaches.

The above information must be specified to the Personnel Cabinet by the appointing authority or his designee in advance of that agency's use of the XP System. (Note, for comparison purposes, that for many years agencies simply provided a signature stamp to a staff person without elaborate security procedures such as those required here.) Change in the identifying information as defined to the XP System must be approved by the Personnel Cabinet. Presently, the specific responsibility for such approval is assigned by the Director, Division of Employee Records.

If an appointing authority or designee wishes to have an internal document that he or she can review prior to initiation of the action, the turnaround P-1 may be used for that purpose. (It will be seen later that the turnaround P-1 is not needed within the XP System, when submitting an action to the Personnel Cabinet.)

## Basics of How the System Works



## Creating and Sending P-1s to the Personnel Cabinet Electronically

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PE08  
03/23/94

COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET

PERDE07  
13:02:53

### REQUEST FOR PERSONNEL - POSITION ACTION

Type an 'X' before the procedure you wish to use

- \_ Add (Create) a P-1
- \_ Change a P-1
- \_ Look at a P-1
- \_ Delete a P-1

Press Enter to Proceed      Press Clear to End      Press Pf10 to Return to Menu

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1.
  - A. If you are creating a P-1, type an "X" in the field in front of ADD.
  - B. If you just want to change one or more P-1s previously created, type an "X" in front of CHANGE.
  - C. If you wish to look at one or more P-1s previously created, type an "X" in front of LOOK AT A P-1.
  - D. If you wish to delete one or more P-1s previously created, type an "X" in front of DELETE A P-1.
2. Press enter and wait for the next screen, or you may clear the screen to end processing.

## How to Create (Add) a P-1

1. Select ADD on the Security Screen and wait for the screen shown below to appear (this is referred to as the Key Information Screen).

### Key Information Screen

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#### REQUEST FOR PERSONNEL - POSITION ACTION

Choose One:

Employee Only:

Emp. & Pos.:

Position Only:

Company:

(For #1 & #2 Above) Dual & Social Security #:

Effective Date (MMDDYY):

(Always Required)

Position #:

Clear=End

Enter=Proceed

PF5=Procedure

Pf10=Menu

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2. This screen is used to enter key information.
  - A. First, select only one of the following: Employee Only Action, Employee and Position Action, or Position Only Action. Type an "X" in front of the appropriate one.
  - B. Position the cursor after "Company" by using the tab key or new line key. Type in company number.
  - C. If the action is an Employee Only or Employee and Position action, enter the Dual Code and Social Security Number next.

If it is a Position Only action, use the tab key or new line key to skip to the effective date field.
  - D. Type in the effective date of the action (MMDDYY).

- E. Enter the Position number: Division, Branch, Section, Unit, Serial (the cabinet and department portion of this number are entered previously).
- F. Next, enter up to four of any of the Nature of Action Codes listed on the screen. Nature of Action Codes not shown on this screen cannot be used to electronically send P-1s. Use the manual method to send P-1 action types not shown.

### Key Information Screen

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#### NATURE OF ACTION CODES AVAILABLE (MORE ON NEXT PAGE)

##### POSITION NUMBER

E11 Voluntary Transfer  
E81 Position # Change (Correct/Redo Pos #)  
E82 Position # Change (Other)

##### WAGE ADJUSTMENT

G13 Increment Only  
G21 Promotional Increase  
G31 Educational Increase  
G41 Add Shift  
G42 Stop Shift  
G61 Chg Pay Type - Hourly to Salary  
G62 Chg Pay Type - Salary to Hourly

NAC\_ \_ \_ \_

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Clear=End Enter=P1 Pf4=Doc Pf5=Procedure Pf8=Forward Pf9=Key Info Pf10=Menu

Clear=End Enter=Fwd Pf4=Doc Pf5=Procedure Pf9=Key Info Pf10=Menu Pf12=Add Record

3. When the First P-1 Screen appears, you must fill in any fields that have an asterisk (\*) in them. If the middle initial or P.O. Box fields have an "\*" in them, but you choose not to enter anything in them, you must space out the "\*". Use the tab key to position the cursor. You can only enter data into the fields that the cursor will go to. Any fields that the cursor will go to that do not contain an "\*" are optional fields to use at your own discretion.

If the cursor will not go to any of the fields and is positioned in the top left corner, no fields are required on this screen. Simply press enter to go to the next screen.

4. When you press the enter key to notify the computer that you are finished with this page, the computer makes various checks and informs you instantly of any errors. Any errors found will have to be corrected before you can go further.
5. When all appropriate fields have been entered and any errors corrected, choose one of the following procedures:
- A. Press the enter key to proceed to the Second P-1 Screen to enter more information. In this case, the following screen shown will appear.

### Second P-1 Screen

Page 2

REQUEST FOR PERSONNEL - POSITION ACTION

PE08

PERDE12

Type	Cb/Dp	Employee #	Eff Dt	Position #	Nature/Action Codes
1	32520	0 404384754	07/03/86	03-02-04-00-012	M32 M33 M38

-----15-Position #----							-----Class-----		18-Home	19-Home Phone/
Cb	Dpt	Dv	Br	Sc	Un	Ser	16-Cd	17-Title	County	DOT Id, Loc, Crew
04F	32	520	03	02	04	00 012	9347	PRO ANAL SR	037	

T

20-Incr Dt	21-Prom Dt	22-Remarks	FLSA	Ret
05F 030187			0	

T

23-Pay	24	25-Salary	26-%	27-YTD	28-Emp	29-	30-Emp	31-Pos	32-Fed	33-
Type	PG	Rate	Inc	Pmts	Stat	Fl/Pt	Merit	Merit	Fund	Birth
06F S	11	1558000			A	F	2	1	0	092660

T

THE CLEAR, PF3, OR PF5 KEY WILL NOT UPDATE THE RECORD.

Clear=End Enter=Fwd Pf4=Doc Pf5=Procedure Pf7=Bwd Pf9=Key Info Pf10=Menu Pf12=Add Record



- B. Or, press PF Key 12 or 24 to add the P-1 to the file. If there are more fields to be entered on other screens, you cannot add the P-1 until they are entered.
  - C. Or, clear the screen to end processing. The P-1 will not be added to the file and you will lose all data for the P-1 that you have keyed in.
  - D. Press PF Key 5 or 17 to return to the Security Screen. The P-1 will not be added to file and you will lose all data for the P-1 that you have keyed in.
  - E. Press PF Key 9 or 21 to go back to the Key Information Screen. The P-1 will not be added to file and you will lose all data for the P-1 that you have keyed in.
6. If you pressed enter, the Second P-1 Screen will come up. Type in the appropriate fields as you did on the previous screen.
- NOTE: When entering dollar amounts (salary), do not use the space bar. You may, however, use the cursor position keys (<←, →, ↑, ↓).
7. When all appropriate fields have been entered, choose one of the following actions:
- A. Press enter key to proceed to the Third P-1 Screen to enter more information.
  - B. Press PF Key 12 or 24 to add P-1 to the file. If there are more fields to be entered on the next screen, you cannot add the P-1 until they are entered.
  - C. Press PF Key 7 or 19 to scroll back to the previous screen.
  - D. Clear the screen to end processing. The P-1 will not be added to file and you will lose all data for the P-1 that you have keyed in.
  - E. Press PF Key 5 or 17 to return to the Security Screen. The P-1 will not be added to file and you will lose all data for the P-1 that you have keyed in.
  - F. Press PF Key 9 or 21 to go back to the Key Information Screen. The P-1 will not be added to file and you will lose all data for the P-1 that you have keyed in.)
8. If you pressed enter, the Third P-1 Screen will come up. Type in the appropriate fields as you did on the two previous screens.

### Third P-1 Screen

Page 3

REQUEST FOR PERSONNEL - POSITION ACTION

PE08  
PERDE13

Type	Cb/Dp	Employee #	Eff Dt	Position #	Nature/Action Codes							
1	32520	0 404384754	07/03/86	03-02-04-00-012	M32 M33 M38							
34- Reg Num	35- Work Comp	36- Prv Srv	37- Shft Code	38-2nd Shft Amt	39-3rd Shft Amt	40 Tx	41- St Tax	42- Loc Week	43- Work Cde	44- Work Cnty	45- Area	46- Phone
07F T										037		
08F T		46-Work Street		47-Work City		48-Work State		49-Work Zip - plus				

THE CLEAR, PF3 OR PF5 KEY WILL NOT UPDATE THE RECORD.

Clear=End Pf5=Procedure Pf7=Bwd Pf8=Key Info Pf10=Menu Pf12=Add Record

9. When all appropriate fields have been entered and any errors corrected, choose one of the following procedures:
  - A. Press PF Key 12 or 24 to add P-1 to the file. The P-1 will be added and the Key Information Screen will appear with a message at the bottom saying P-1 was added. You can now begin to enter another P-1 by pressing the appropriate PF Key, or you can end processing.
  - B. Press PF Key 7 or 19 to scroll back to the previous screen.
  - C. Clear the screen to end processing. The P-1 will not be added to file and you will lose all data for the P-1 that you have keyed in.
  - D. Press PF Key 5 or 17 to return to the Security Screen. The P-1 will not be added to file and you will lose all data for the P-1 that you have keyed in.
  - E. Press PF Key 8 or 20 to go back to the Key Information Screen. The P-1 will not be added to file and you will lose all data for the P-1 that you have keyed in.

## How to Correct (Change) the P-1 if an Error is Found in the Batch Process

1. The P-1s you created during the day will go through an additional checking (editing) process at night. This is called the batch process. Some errors may not be detected until this point. P-1s without errors will not be shown on the Error Status Screen the next day. If an error is found at this time, the P-1 will be put on the Error Status Screen the following day with the word "Error" on the left side of the screen under the heading "Status."
2. You must bring up the Error Status Screen to correct (change) the P-1 in error. Select CHANGE on the Security Screen and wait for the Error Status Screen shown below to appear.

### Error Status Screen

PE08 03/23/94		REQUEST FOR PERSONNEL - POSITION ACTION						PERDE09 13:04:46	
Status	Sel	Type	Company Number	Employee/ Position #	Last Name/ Initials	Eff	Date	Action	
Codes									
ERROR	A	1	39795	0 404-96-1677 0	JONES	IL	07/01/86	W11	
	B	2	42360	0 299-32-3244 0	SMITH	JK	07/01/86	W11	
CHANGED	C	2	36530	0 412-33-2548 0	MOORE	DK	07/12/86	M27 M26	
	D	1	32520	0 404-38-4754 0	LOWRY	BL	07/03/86	M32 M33 M38	
	E	1	38735	0 409-52-7545 0	NICE	BH	07/01/86	M36	
	F								
	G								
	H								
	I								
	J								
	K								
	L								
	M								
	N								
	O								

Please type letter of P-1 you would like to UPDATE \_

Clear=End Enter=Update Pf4=Doc Pf5=Procedure Pf7=Bwd Pf8=Fwd Pf10=Menu

3. P-1 Status: This screen will show P-1 identifying information for three different statuses:
  - a. Error: the P-1 was checked by batch programs last night and there are one or more errors that you must correct.
  - b. Changed: the P-1 you corrected today has now been changed but has not been processed. This is to help you remember which P-1s you've corrected.

- c. No entry: the P-1 was just entered today and will be processed tonight. You can access and correct (change) this P-1 if you like. Any P-1 referenced on this screen can be changed as many times as needed.

If there are more P-1s than can be listed on one screen, you can scroll forward by pressing PF Key 8 or 20. You can scroll backward by pressing PF Key 7 or 19.

4. When the key information for the P-1 you wish to process is shown on the screen, type in the letter which is in front of the selected P-1 under the heading "Sel". Press enter and wait for next screen.
5. If the P-1 you selected is shown as having an error, the next screen shown will be the Error Message Screen shown below. This screen shows the specific error message that relates to the P-1. You must then decide what change or changes to make on the P-1 to correct the error(s). Then, press enter to look at the P-1 information. The First P-1 Screen for this P-1 will then appear. You may scroll back and forth among the First, Second and Third P-1 Screens by using PF Keys 8 (or 20) and 7 (or 19). And, you may return to the Error Message Screen from the First, Second, or Third P-1 Screens by pressing PF Key 6 or 18.

### Error Message Screen

---

PE08	Request For Personnel - Position Action	PERDE10
03/23/94	Errors	13:07:08

Type	Company	Employee/Position #	Effective Date	Action Codes
1	39795	0 404-96-1677 0	07/01/86	G13

637 TITLE AND GRADE SHOULD NOT CHANGE WITH THIS ACTION

Press Enter Key to UPDATE This P-1

Clear=End ENTER=UPDATE Pf3=Status Pf5=Procedure Pf7=Bwd Pf8=Fwd Pf10=Menu

---

6. Once you have made the necessary correction(s) on the P-1 Screen, to actually update the record, you must press PF Key 12 or 24 after making changes.

You may not change any information on the Key Information Screen. If any key information is incorrect, you will need to delete and re-key the P-1.

7. After updating a P-1 referenced as having an error, the word "Error" on the Error Status Screen will be changed to "Changed." This is to help you remember which P-1's you have already attempted to correct.

### **How to Look At a P-1 or Delete a P-1.**

Either of these processes use the same screens as described above.

1. To delete a P-1:
  - A. Select "Delete" on the Security Screen.
  - B. When the Error Status Screen appears, the message will ask you to enter the letter corresponding to the P-1 you wish to delete.
  - C. Once you enter the letter, that P-1 will appear on the screen. You then press the PF1 or PF13 key to delete the P-1 from the XP System.
2. To look at a P-1:
  - A. Select "Inquire" on the Security Screen.
  - B. When the Error Status Screen appears, the message will ask you to enter the letter corresponding to the P-1 you wish to view. Enter the appropriate letter and that P-1 will appear. Scroll to the second and third screens using the PF9 or PF21 and PF7 or PF19 keys.

## **XP System Can Have Separate Points of Electronic P-1 Approval**

A Cabinet can have two or more points of electronic P-1 approval. An office separate from the central cabinet office can enter, edit, and finalize the P-1. Then the central office can make itself the final approval point for submitting the P-1 to the Personnel Cabinet after proper and complete security procedures.

This means, for example, a P-1 could be entered in an office in Lexington and approved minutes later by an office in Frankfort. Only then is it electronically submitted to the Personnel Cabinet.

This provides several processing options to an agency, from having all P-1s come out of one office to allowing sub-departments create their own P-1s but approve all of them at one location. This system even allows a cabinet to selectively allow sub-units to prepare just "routine" P-1s such as resignations and retirements. Then "non-routine" P-1 preparations could be reserved for themselves. The process represents an excellent vehicle for the delegation of work, while continuing to maintain proper controls of document flow. The software is structured to provide an agency with a guaranteed document flow. (Present manual systems used by some agencies cannot provide such guarantees.)

Even with these new capabilities, some agencies prefer to start using XP by entering and approving all P-1s themselves, then later switch to multiple entry stations.

Agencies that wish to discuss the new capabilities of the XP System should contact Carolyn Bruce at 502-564-6873.

All P-1s must, of course, be approved by the agency (i.e., appointing authority). An agency may choose to approve certain "routine" actions as a group, rather than one-at-a-time.

The P-1s that may be approved as a group are as follows:

E72	Abolish	W16	Sick Leave
G13	Increment	Y1	Resignations
M__	Miscellaneous (except for M22, M24, M41)	Y20	Resign-Moving
S11	Return from Military Leave	Y22	Resign-Other
S16	Return from Sick Leave	Y3	Retirements
W11	Military Leave W/O Pay	Y71	Death

These actions need cabinet approval (non-routine):

C11	Reclass	G21	Promotional Increase
C2	Reallocation	G31	Educational Increase
E1	Transfers	G4	Shift/Weekend Premium
E21	Promotions	G6	Pay Type Change
E3	Reorgs	M22	Employment Type
E4	Reorgs	M24	Work County Change
E8	Position # Changes	M41	Temporary Overlap

All other P-1s have to be approved individually.

#### 4.6 Pending Personnel Actions (Established 1987).

This file allows an agency to:

- Check on whether the Personnel Cabinet has a record of your P-1 having been received (the P-1 must be delivered to Room 531 to be recorded in the system as received), and
- Check the actual date of receipt--that is, how long it's been here (if the P-1 is taken to an office other than Room 531 initially, then the date of receipt will be recorded as some later date and you won't know for sure how long the P-1 has been here).
- Determine whether your P-1 has passed edit for administrative errors. If it has not, the screen will show it as being in our error file. If it has passed edit, then you can
- Verify that the P-1 is in the pending file awaiting return from the routing process.

You would, of course, know that a P-1 has been approved by the fact that it no longer shows on the pending file. And you can confirm that by checking that individual's electronic P-1 file, since it's updated there at the same time it passes from the pending file. (Or, the P-1 has been returned to you without approval.) And you can "call up" the actual P-1 for viewing if you wish to know the particular changes you were making on that P-1. Instructions for doing so are on the screen.

You can access the pending file for your agency through the menu for personnel management information. This screen allows users to view all the various screens without the partial logoff step previously required when going from one system to another. The screen represents a kind of "summary" of all the systems that are available.

PE5B

COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET

PEP1SB1

08/10/95

08:27:02

PENDING PERSONNEL - POSITION ACTIONS

Cab Dept Div Br

Dual & Social Security #:

Position #:

To See all Pending P-1s for the Dept., Leave Position and SSN Blank

OR

To See a Specific Position-Only Action, Enter Position Number

To See an Employee-Only or Employee-and-Position Action, Enter SSN

Press Enter to Proceed

Press Clear to End

Press Pf10 to Return to Menu

TP4Y	PENDING PERSONNEL - POSITION ACTIONS					PEP1SB2											
			ORG. NO. XX			C	S	N	C	P	P						
						S	I	T	R	M	O	R	S	C			
Employee #/ Position #	Pending Date	Nature of Action Codes	Effective Date	P-1 Type		e	a	a	e	e	m	o	u	-			
						c	s	f	g	r	p	c	p	R			
A XX-XX-XX-XXX	03/07/97	C51		03/16/97	POSITION	-	A	-	-	-	-	-	-	-	-	-	-
B 0 XXX-XX-XXXX 0	03/10/97	A11		04/01/97	EMPLOYEE	-	-	-	-	-	R	-	-	-	-	-	-
C 0 XXX-XX-XXXX 0	03/18/97	M33		03/18/97	EMPLOYEE	-	-	-	-	-	-	-	-	-	-	-	-
D 0 XXX-XX-XXXX 0	03/17/97	A11		02/06/97	EMPLOYEE	-	-	-	-	-	-	-	-	R	-	-	-
E 0 XXX-XX-XXXX 0	03/18/97	E21		04/01/97	EMPLOYEE	-	2	-	3	-	-	-	1	-	-	-	-
F 0 XXX-XX-XXXX 0	03/13/97	Y24		03/15/97	EMPLOYEE	-	R	-	-	R	-	-	A	-	-	-	-
G 0 XXX-XX-XXXX 0	03/13/97	E72 E71 A12		03/16/97	EMP & POS	-	R	-	-	R	-	-	-	-	-	-	-
H 0 XXX-XX-XXXX 0	03/11/97	E71 A11		03/16/97	EMP & POS	-	A	R	-	-	-	-	-	-	-	-	-
I 0 XXX-XX-XXXX 0	03/18/97	M33		03/16/97	EMPLOYEE	-	-	-	-	-	-	-	-	-	-	-	-
J 0 XXX-XX-XXXX 0	03/18/97	Y02 E72		02/28/97	EMP & POS	-	-	-	-	-	-	-	1	-	-	-	-
K																	

Pending Date Indicates P-1 has Passed Edit & is being Reviewed as of that Date  
"Error" Indicates P-1 Still has not Passed Edit

Please Type Letter of P-1 You Would Like to View

Clear=End Enter=View P-1 Pf5=Dept/POS/Ssn Pf7=Backward Pf8=Forward Pf10=Menu



#### **4.7 Instant Record Analysis (Established 1987)**

The Instant Record Analysis System is to be used as a management tool. The System will provide an up-to-date overview of an employee's personnel record.

The personnel officer is able to access instant record analysis information via a "Menu" screen that defines eleven systems. The Instant Record Analysis is the sixth selection.

The Instant Record Analysis has a security control system to provide secure on-line access to personnel information. The security file consists of records containing terminal ID, User ID and passwords and organizational code.

There are three screen formats. The first is the "Record" screen. It displays basic employee information such as name, social security number, cabinet, department, title code, grade, current salary, minimum, midpoint and maximum salary for the grade and pay type, leave balances and average salary comparison based on months of service.

The second screen format is the "Title" screen. This screen displays an annualized increase percent for the last five years and the effect of 5%, 10% or 15% salary increase and a summary of title codes.

The third screen is the "Actions" screen. It displays a summary of P-1 actions that appear on the Electronic P-1 File.

The Instant Record System is strictly an inquiry system. The information cannot be altered.

#### **Instant Record Analysis Assumptions**

##### **Record Screen:**

Continuous months in current agency: This information will only date back as far as the Electronic P-1 File, from January 1983.

Months Service for Annual Leave: This information is from the Payroll File and is up-to-date.

Min-Mid-Max: This information is from the Salary File and will not be displayed for flat rates.

Employee Leave Balances: This information is from the Payroll Master File and is as of last payroll processed.

Average Salary Per Months Service: This file is created twice a month from the Payroll Master File. Class code 0104 was omitted from the file if the employee made over \$50.00 an hour.

##### **Title Screen:**

Average Annualized Increase for Latest 5 Years: The program reads the last P-1 for an employee to find the present salary and salary indicator (H or S). The program reads the first P-1 for the employee and checks the effective date. If it is within the five year period from current date, the salary and salary indicator are used as beginning salary and salary indicator, otherwise the next record is read. If the

beginning salary indicator does not conform to the ending salary indicator, then the beginning salary is converted to conform.

If a lump sum record is the first or last P-1, they are omitted, because the average salary would be too high.

This percent may seem a little high because there may not always be exactly five years.

With a Pay Increase of 5%, 10%, 15%: If the employee is hourly, the money is rounded to the nearest tenth of a cent. If the employee is salaried, the increase is computed. If the cents are greater than zero, the increase is rounded to the next dollar.

Title Code Summary: This is just a summary. Nature of action codes have not been used. The only check made was for a change in the class code.

### **Instant Record Analysis On-Line Characteristics**

The following are characteristics of functions of information contained in the Instant Record Analysis System.

1. Program Function Keys (PF Keys). The Program Function (PF) Keys are referenced throughout this manual. They are used to express an explicit action to the computer. You will see them referenced in the following form: PF10=Menu.
  - Keyboards with PF1 through PF12 keys: Hold down the "ALT" key, then press the appropriate PF key to initiate the desired task.
  - Keyboards with PF13 through PF24 keys: Although the documentation refers to PF keys 1 through 12, most functions are interchangeable.

PF1 and PF13= Record Screen  
PF2 and PF14= Title Screen  
PF3 and PF15= Action Screen  
PF5 and PF17= New SSN  
PF7 and PF19= Scroll Backward  
PF10 and PF22= Menu  
Clear= Back to CICS  
Enter= Forward

## Record Screen

The Record Screen is strictly for inquiry only. Entry to the Title and Action Screens is only through this program.

The screen will display information from the Electronic P-1 File, Payroll Master File, Salary File, Title File and an Average Salary File. The Average Salary File was created from the payroll master by computing average salary based on the class code, number of employees, months of service and their salary. Contiguous years in current agency is computed from the current date and oldest P-1 within agency.

PF Keys available:

Clear= End  
PF2= Title Screen  
PF3= Action Screen  
PF5= New SSN No.  
PF10= Menu

RECORD                      INSTANT RECORD ANALYSIS                      PE08  
PEP1SB5

NAME \_\_\_\_\_ SSN: 0 \_\_\_\_\_  
 POS NO: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 RATE/SALARY: \_\_\_\_\_ GRADE: \_\_\_\_\_  
 CONTINUOUS MOS.....CURRENT DEPT: \_\_\_\_\_  
 CONTINUOUS MOS...CURRENT CABINET: \_\_\_\_\_  
 MONTHS SERVICE FOR SICK LEAVE: \_\_\_\_\_  
 MONTHS SERVICE FOR ANNUAL LEAVE: \_\_\_\_\_ INCREMENT DATE: \_\_\_\_\_  
 MIN: \_\_\_\_\_ MID: \_\_\_\_\_ MAX: \_\_\_\_\_

EMPLOYEE	DEPT TOTALS FOR CLASS CODE: _____		
LEAVE BALANCES	AVG. SALARY	YEARS SERVICE	NO. EMPLOYEES
	_____	0 - 5	_____
ANNUAL _____	_____	5 - 10	_____
SICK _____	_____	10+	_____
COMP _____	_____		_____

STATEWIDE TOTALS FOR CLASS CODE: \_\_\_\_\_

_____	0 - 5	_____
_____	5 - 10	_____
_____	10+	_____

CLEAR=END   PF2=TITLES   PF3=ACTIONS   PF5=NEW SSN NO.   PF10=MENU

## Title Screen

This screen will display a salary increase of 5%, 10% or 15% for the employee. The Title Screen also displays a summarization of title codes by which the employee has been classified. There may be additional screens for the Title Code Summary.

### PF Keys available:

Clear= End	PF5= New SSN
PF1= Record Screen	PF7= Scroll Back
PF2= Title Screen	PF10= Menu
PF3= Action Screen	Enter= Scroll Forward

---

TITLES  
SSN: \_\_\_\_\_ NAME: \_\_\_\_\_ PE08 PEP1SB6

AVERAGE ANNUALIZED INCREASE FOR LATEST 5 YEARS: \_\_\_\_\_ %

WITH A PAY	OR \$/MO	FOR A NEW	THE NEW ANNUALIZED
INCREASE OF:	OF:	SALARY OF:	AVERAGE WOULD BE:
5%	_____	_____	_____ %
10%	_____	_____	_____ %
15%	_____	_____	_____ %

### TITLE CODE SUMMARY

CODE	TITLE	FROM	TO	YEARS	PART/FULL	STATUS
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

CLEAR=END PF1=RECORD PF3=ACTION PF5=NEW SSN PF7=SCBACK PF10=MENU ENTER=FORWARD

---

---

TITLES (CONTINUED)

PE08 PEP1SB7

SSN: \_\_\_\_\_

NAME: \_\_\_\_\_

CODE	TITLE	FROM	TO	YEARS	PART/FULL	STATUS
------	-------	------	----	-------	-----------	--------

MSG: END OF BROWSE

CLEAR=END PF1=RECORD PF3=ACTION PF5=NEW SSN PF7=SCBACK PF10=MENU ENTER=FORWARD

---

## Action Screen

The Action Screen displays all actions that appear on the Electronic P-1 File by date.

PF Keys available:

Clear= End  
PF1= Record Screen  
PF2= Title Screen  
PF3= Action Screen  
PF5= New SSN  
PF7= Scroll Back  
PF10= Menu  
Enter= Scroll Forward

---

ACTIONS PE08 PEP1SB6  
SSN: \_\_\_\_\_ NAME: \_\_\_\_\_

ACTIONS RECORDED FOR THIS EMPLOYEE IN THE ELECTRONIC P-1 FILE THUS FAR

DATE	ACTIONS	DESCRIPTION	SALARY
010194	G13	INCREMENT	2271.360
010193	M31	INC DATE	2205.200
072892	M33	HOME ADDR	2205.200
010192	G13	INCREMENT	2205.200
090191	G51	SALARY CHG	2100.180
010191	G13	INCREMENT	2058.500
121690	C32	GRADE CHG	1960.460
090190	G51	SALARY CHG	1960.460
061890	G53	OMI	1877.120
010190	G13	INCREMENT	1787.720
121889	G51	SALARY CHG	1702.580
080789	M33	HOME ADDR	1621.500
010189	G13	INCREMENT	1621.500
010188	G13	INCREMENT	1589.700
010187	G13	INCREMENT	1514.000

CLEAR=END PF1=RECORD PF2=TITLE PF5=NEW SSN PF7=SCBACK PF10=MENU ENTER=FORWARD

---

#### **4.8 Detailed Title Code Information (Established 1990).**

This screen gives users up to date information on salary comparisons for a particular title code in an agency, by county. It also provides salary projection information for just your agency.

The three selection methods for you to access are as follows:

- (1) Comparison for In-Range Salaries -- If you submit an in-range appointment, this file allows you to do comparisons of salaries for employees to see if their salaries need to be adjusted. This alleviates having to pull hard copy files to do the comparison.
- (2) Detailed Title Code Listing -- This file allows you to review all of the employees who are assigned the same title code.
- (3) Detailed Title Code Summary -- This file projects what it would cost to do a 5% or 10% grade change on a particular title code. Race/sex information for a particular title code is also available from this menu.

PE5B

COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET

PEPCSA2

04/20/95

13:12:46

Comparison For In-Range Salaries

Your level of access to the following information  
depends on your security authorization.

Enter Title Code and Work County..

To see Title Code by cabinet..... enter cab only.

To see Title code by department... enter cab and dept.

Title Code	Work County	Cab	Dept
------------	-------------	-----	------

Enter=Proceed

PF9/21=Tcode Menu

PF10/22=PERS MENU

Clear=END

04/20/95

PE5B

In-Range Salary Comparison

11:01:29

PEPCSA3

Cab: Dept:

Title Code:

Pay Grade:

Monthly Entry Rate: .00

Work County:

Hourly Entry Rate: .000

Last  
Name

Initials

Employee  
Number

Salary

Employee  
Status

Employee  
Type

PF9/21=Tcd Menu PF5/17=Acs Scn PF7/19=Backwd PF8/20=Forwrđ PF10/22=Menu Clr=End



PE5B

COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET

PEPCSA5

04/20/95

13:22:23

Detail Title Code Listing

Your level of access to the following information  
depends on your security authorization.

You must always enter Title code .....

To obtain a cabinet listing..... enter cab only.

To obtain a department listing..... enter cab and dept.

Title Code      Cab      Dept

Enter=Proceed

PF10/22=Pers Menu

PF9/21=Tcode Menu

Clear=END

04/20/95    PE5B      Detailed Title Code Listing      11:12:32  
PEPCSA6

Cab:      Dept:      Div:      Br:

Title Code:

Pay Grade:      Entry Rate      Minimum      Midpoint      Maximum  
Monthly:      .00  
Hourly :      .000

Last	NAME	Employee	Increment	Emp	Position	Ex Salary	Wk
	Inits	Number	Date	St	Number	St	Co

PF9/21=Tcd Menu Pf5/17=Acs Scn Pf7/19=Backwd Pf8/20=Forwrđ Pf10/22=Menu Clr=End

04/20/95  
PE5B

COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET

13:26:16  
PEPCSA8

Detailed Title Code Summary

Your level of access to the following information  
depends on your security authorization.

You must always enter title code.....  
To view a cabinet listing..... enter cab only.  
To view a department listing..... enter cab and dept.

Title Code      Cab      Dept

Enter=Proceed

PF10/22=Pers Menu

PF9/21=Tcode Menu

Clear=END

04/20/95    PE5B                      Detailed Title Code Summary                      11:13:44  
PEPCSA9

Cab:            Dept:            Div:            Br:

Title Code:

Pay Grade:                      Entry Rate                      Minimum                      Midpoint                      Maximum

Monthly:                      .00

Hourly :                      .000

# Vacant :

EMPLOYEES	AVERAGE	AVERAGE	GRADE CHANGE PROJECTION
	HOURLY	SALARIED	5 %                      10 %

TOTAL  
SALARIED  
HOURLY  
FULL-TIME  
PART-TIME  
PROB FULL  
PROB PART  
OTHER FULL  
OTHER PART

PF9/21=Tcd Menu

Pf5/17=Acs Scn

Enter=Sex-Race

Pf10/22=Menu

Clr=End

08/26/96 TPB4

Detailed Title Code Summary  
Sex Code by Race

09:26:58  
PEPCSB5

Cab:        Dept:  
Title Code:

Div:        Br:

M=Male  
F=Female

EMPLOYEES		WHITE		BLACK		HISPANIC		ASIAN		AMER IND		OTHER	
								AMER		ALASK NAT			
M	F	M	F	M	F	M	F	M	F	M	F	M	F

TOTAL

SALARIED  
HOURLY

FULL-TIME  
PART-TIME  
PROB FULL  
PROB PART  
OTHER FULL  
OTHER PART

Clr=End      PF5=Acs Scn      Enter=Prev Scn      PF9=Tcd Menu      PF10=Pers Menu

#### 4.9 Request for Certificate (Established 1990).

This process allows an agency to instantly send a register request to the Personnel Cabinet, then permits Personnel to use electronic procedures to return registers to agencies and allows agencies to make their appointment. The advantages that accrue to the agency and the Personnel Cabinet are: (1) elimination of problems with the mail (losses, misdirections, delays); (2) greater accuracy because of automated error-checking; and (3) reduction in work by both Personnel and the agency.

The system will be much faster because it is submitted electronically and because the computer checks for errors as the agency enters the certificate request.

Personnel now checks many items manually, after the request is received. With this system, the items will be checked electronically by the computer before the agency releases the data to Personnel.

Some examples of items that will be checked by the computer as the agency creates the certificate request are: (1) that the class identification number is valid; (2) that the location and cabinet/department are valid (for the security ID being used); and (3) that the position number is valid.

A particular strength of the new system is in the checking of whether you have a position established. If there is not one on record, it will check to see if there is one in the XP pending file. And, it will check to see if you have just submitted an establishment P-1 through the XP System.

Agencies can enter their own request number on the request. The computer will automatically assign and maintain the Personnel Cabinet's certificate number (formerly done manually).

A screen is available that lists all register certificates the user is authorized to view. From this screen, the user may view the applicants on any filled or completed register.

For any register with a status of filled (i.e., that has been completed by Personnel), actions may be entered. The usual action codes of "A" (appointed), "I" (interviewed), "C" (considered), etc., are used to make such entries. Any actions left blank will be regarded as "C" (considered). Once the agency "works" the register and enters necessary actions, and so indicates that on the screen, the computer considers the register complete. Once the status is shown as complete, the screen is for viewing only.

When the user is ready to return this register to the Personnel Cabinet, a completion screen will appear. From this screen the user may confirm completion. The actions from the completed register will be returned to the Personnel Cabinet. (The register will remain on the computer for viewing only, as a convenience to the agency, for 10 working days. After that, it will be deleted.)

Appropriate documentation must be submitted on all actions which remove an eligible from the register. This could be faxed by using 502-564-5414.

At the same time the agency completes the register on the computer, the P-1 should be submitted to Personnel via the XP System. Personnel should then receive both the register and the P-1 at the same time.

If there are any questions concerning these instructions, please contact the Register Branch at 564-8030.

## INSTRUCTIONS FOR USING THE ONLINE REGISTER SYSTEM

The Merit Register automation allows agencies to send register requests to Personnel electronically, permits the Personnel Cabinet to use electronic procedures to return registers to agencies and allows agencies to make their appointments electronically. If there are any questions concerning these instructions, please contact the Register Branch at 564-6922.

1. Bring up the PERS Personnel Menu Screen.
2. Select Option 8--Register Menu.
3. The Certification Menu will appear with three options:
  - Work with Certificate
  - P7 Inquiry
  - Applicant Information
4. If Option 1 is selected, the Work with Certificate Screen will appear.
  - A. The user will enter all data on the screens according to the edits and press enter.
  - B. The Screens will go through all the edits listed on the edit listing.

Use the abbreviations below to distinguish these similarly-named counties:

- |                          |                            |
|--------------------------|----------------------------|
| ▶ Gren -- Green County   | ▶ Mcre -- McCreary County  |
| ▶ Grnp -- Greenup County | ▶ Mcra -- McCracken County |

- C. If there are any edit errors, the Screen will return with the edit errors.
  - D. After all edit errors are corrected, the Spec Code will be verified. If there are two or more Class IDs with that Spec Code, an options screen will appear detailing the different class titles available for that Spec and requesting the user to select one.
  - E. If there are no errors, a Verification Screen will appear listing the full department title, county name, and Class ID title that was selected.
  - F. User can then press enter to create the pending record and another blank Request for Certification Screen will appear. Or, user can press PFK09 to change any data on the screen.
5. If Option 2 is selected, a screen will appear listing all certificates the user has access to view. The user may also select the sequence number to view the applicants on any filled or completed register.

If the Enter Key is pressed, a screen will appear with the applicants for the register. For any register with a status of filled, actions may be entered. Any actions left blank will default to "C" for considered. If the status is complete, the screen is for viewing only.

From the applicant screen, the user may select an applicant for viewing or update by entering the social security number and pressing the Enter Key.

When the user is ready to return this register to the Personnel Cabinet, PFK2 can be pressed and a completion screen will appear. From this screen the user may press the Enter Key to confirm completion or press PFK3 to return to the previous screen. If the Enter Key is pressed, the status will be changed to

Complete and no further actions can be entered or changed. The actions from the completed register will be returned to the Personnel Cabinet. The register will remain for viewing only for 10 working days.

Please note that all registers must be completed, even registers that have no applicants or those where no actions are taken.

If any appointment actions are returned, please return the appointment P-1 to insure prompt processing of register actions.

A. PFK7 can be pressed to page backward on this screen.

B. PFK8 can be pressed to page forward on this screen.

6. If Option 3 is selected, the Applicant Information Menu will appear. The user can enter:
- #1 to view an applicant's record by entering a social security number;
  - #2 to view rank information by class and county; or
  - #3 to perform a search of applicants alphabetically; or
  - #4 to view applicants by class, type, and county.

If option 1 is selected, the user will see the register information for that applicant, including class code, class ID, title, score and availability. A class may then be selected and that applicant's available counties will be shown along with how many re-employments, subject to layoff, and internal mobility applicants, as well as the score needed to be in the top five for that county. The user may also select to view only one county. If the applicant is available for that county, only the information for that county will be displayed.

If option 2 is selected, class code, employment type (f or p), and county abbreviation are entered, the user will see how many re-employment, subject to layoff and internal mobility applicants are available for that county. The score needed to be in the top 5 scores will also be shown. If the county selection is left blank, information for all counties will be displayed. If there are 2 or more class ID's with that class code, an options screen will appear detailing the different class titles available for that Spec and requesting the user to select one.

If option 3 is selected, the user may enter a name and the computer will search for records having that name. For example, if JONES is entered in last name, all records with the last name of JONES will be displayed. If JONES is entered in last name and R is entered in first name, all records with last name of Jones and first name beginning with R will be displayed. After the names have been displayed, the user may select a record, and view the applicant's record as in Option #1.

If option 4 is selected, the user will enter the class code, employment type (f or p), and county abbreviation. The applicants who meet that criteria will be displayed on the screen with their rank, name, social security number, score and availability. If there are 2 or more class ID's with that class code, an options screen will appear detailing the different class titles available for that spec and requesting the user to select one.

7. On any screen the following keys are standard for this system:

A. Clear Key=End for CICS

B. PFK5=Return to Certification Menu

C. PFK10=Return to PERS Menu

09/22/97

PERSONNEL CABINET

13:31:46

## CERTIFICATION MENU

1. WORK WITH CERTIFICATE
2. P7 INQUIRY
3. APPLICANT INFORMATION

: SELECTION

ENTER=PROCESS

CLEAR=END

PF10=MENU

09/22/97

PERSONNEL CABINET

13:32:34

## WORK WITH CERTIFICATE

1. ADD CERTIFICATE
2. CHANGE CERTIFICATE
3. DELETE CERTIFICATE

SELECTION :

CAB/DEPT :

REQUEST # :

ENTER=PROCESS

CLEAR=END

PF5=CERT MENU

PF10=MENU

07/08/98

PERSONNEL CABINET

13:16:04

## WORK WITH CERTIFICATE - ADD

CAB/DEPT NUMBER: XXXXX

AGENCY REQUEST NUMBER: XXXX

SPEC CODE: XXXX

LOCATION: XXXX

COMPETITIVE OR PROMOTIONAL(C OR P): X

SELECTIVE(N,2,3,R,M,F,O): X

ATTACHMENTS(Y OR N): X

NUMBER TO BE EMPLOYED: XX

PART OR FULL(P OR F): X

POSITION NUMBER (DIVISION THRU SERIAL, UP TO 20 MAX):

XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

SPECIAL QUALIFICATIONS: XX

CLR=END ENTER=ADD PF5=WRK WTH CERT PF6=CLEAR PF9=CORRECT PF10=MENU

07/08/98

PERSONNEL CABINET

13:18:16

## WORK WITH CERTIFICATE - CHANGE

CAB/DEPT NUMBER: XXXXX

AGENCY REQUEST NUMBER: XXXX

SPEC CODE: XXXX

LOCATION: XXXX

COMPETITIVE OR PROMOTIONAL(C OR P): X

SELECTIVE(N,2,3,R,M,F,O): X

ATTACHMENTS -&gt; Y OR N: X

NUMBER TO BE EMPLOYED: XX

PART OR FULL(P OR F): X

POSITION NUMBER (DIVISION THRU SERIAL, UP TO 20 MAX):

XXXXXXXXXXXXXXXXXXXX

SPECIAL QUALIFICATIONS: XX

CLR=END

ENTER=ADD

PF5=WORK CERT

PF9=CORRECT

PF10=MENU



07/08/98

PERSONNEL CABINET

13:18:59

WORK WITH CERTIFICATE - DELETE

```

CAB/DEPT NUMBER: XXXXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
AGENCY REQUEST NUMBER: XXXX
SPEC CODE: XXXX                XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
LOCATION: XXXX                   XXXXXXXXXX
COMPETITIVE OR PROMOTIONAL(C OR P): X
SELECTIVE(N,2,3,R,M,F,O): X XXXX          ATTACHMENTS(Y OR N): X
NUMBER TO BE EMPLOYED: XX          PART OR FULL(P OR F): X
POSITION NUMBER (DIVISION THRU SERIAL, UP TO 20 MAX):
XXXXXXXXXXXXXXXXXXXX

```

SPECIAL QUALIFICATIONS: XX

075 PRESS ENTER TO DELETE THIS RECORD

CLR=END

ENTER=DELETE

PF5=WORK CERT

PF10=MENU

xx/xx/xx

PERSONNEL CABINET

xx:xx:xx

PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS: XX

1. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
2. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
3. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
4. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
5. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
6. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
7. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
8. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
9. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
10. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX

ENTER=PROCESS

CLR=END

PF5=CERTMENU

PF10=MENU

## P-7 INQUIRY SCREEN

06/20/97

PERSONNEL CABINET

11:15:47

#	CAB/ DEPT	REQ NUM	LOC	VAC	DATE ENTERED	ACT	ACTION DATE	TITLE
1.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
2.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
3.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
4.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
5.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
6.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
7.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
8.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
9.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
10.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
11.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
12.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
13.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
14.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
15.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX

ENTER=SELECT A REGISTER # XX

CLR=END

PF5=CERTMENU

PF7=BACKWARD

PF8=FORWARD

PF10=MENU

---

**APPLICANT SCREEN**


---

06/20/97

PERSONNEL CABINET

11:16:15

DEPT/REQNO: 30104 0028

TITLE: REVENUE EXAMINER I

CERTNO: 970854

STATUS: FILLED

SSN	NAME	SCORE	ACTION
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX
XXX-XX-XXXX	XXXXX	XXXXXXXXX	X XX

PF2=RETURN COMPLETED REGISTER

ENTER=SELECT A SSN XXXXXXXXX

CLR=END PF4=P7-INQ PF5=REGMENU PF7=BACKWARD PF8=FORWARD PF10=MENU

---

**COMPLETION SCREEN**


---

06/20/97

PERSONNEL CABINET

11:16:51

DEPT/REQNO: 30104 0028

TITLE: REVENUE EXAMINER I

REQ NO: 970854

STATUS: FILLED

THE OPTION YOU HAVE SELECTED WILL RETURN THIS REGISTER CERTIFICATE TO THE DEPARTMENT OF PERSONNEL. THE STATUS WILL BE CHANGED TO COMPLETED AND NO FURTHER ACTIONS CAN BE TAKEN ON THIS REGISTER. IT WILL REMAIN ON THE SYSTEM FOR VIEWING ONLY FOR FIFTEEN (15) WORKING DAYS.

APPROPRIATE DOCUMENTATION MUST BE SUBMITTED ON ALL ACTIONS WHICH REMOVE AN ELIGIBLE FROM THE REGISTER. IF ANY APPOINTMENT ACTIONS ARE RETURNED, PLEASE RETURN THE APPOINTMENT P-1 TO INSURE PROMPT PROCESSING.

PRESS ENTER TO CONFIRM COMPLETION OR  
PRESS PF3 TO RETURN TO PREVIOUS SCREEN

---

---

**APPLICANT INFORMATION**

---

TP89  
06/20/1997COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINETPEAIP01T  
13:33:30**APPLICANT INFORMATION MENU**

1. APPLICANT SSN
2. RANK -- CLASS/COUNTY
3. ALPHABETICAL SEARCH
4. RANK -- APPLICANTS

\_ : SELECTION

ENTER=PROCESS

CLEAR=END

PF5=CERT MEMU

PF10=MENU

---

---

TP90  
03/17/1997COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINETPEAIP10T  
13:14:05**APPLICANT INFORMATION SYSTEM**

APPLICANT SSN: \_\_\_\_\_

---

ENTER=PROCESS

CLEAR=END

PF4=APPL MENU

PF5=CERT MEMU

PF10=MENU

---

ENTER=PROCESS            CLEAR=END            PF3=PREV SCRN            PF4=APPL MENU  
PF5=CERT MENU            PF7=BACKWARD            PF8=FORWARD            PF10=PERS MENU

CLEAR=END            PF3=PREV SCRIN            PF4=APPL MENU            PF5=CERT MENU  
PF7=BACKWARD        PF8=FORWARD            PF10=PERS MENU

TPE5  
06/18/1997

COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET

PEAIP13T  
10:55:51

## RANK APPLICANTS

CLASS CODE: \_\_\_\_\_

EMPLOYMENT TYPE: \_\_\_\_\_

COUNTY ABBREVIATION: \_\_\_\_\_

ENTER=PROCESS

CLEAR=END

PF4=APPL MENU

PF5=CERT MEMU

PF10=MENU

TP90  
03/17/1997  
PAGE: 1

COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET  
CLASS SELECTION SCREEN

PEAIP06T  
13:17:14

SEQ	CLASS CODE	CLASS ID	CLASS TITLE
1	3033	5292	ENVIRONMENTAL INSPECTOR II AIR
2	3033	5293	ENVIRONMENTAL INSP II WATER
3	3033	6224	ENVIRONMENTAL INSP II HMWM
4	3033	8529	ENVIRONMENTAL INSP II RECLAM

ENTER SEQ #: \_\_\_\_\_

ENTER=PROCESS  
PF5=CERT MENU

CLEAR=END  
PF7=BACKWARD

PF3=PREV SCRN  
PF8=FORWARD

PF4=APPL MENU  
PF10=PERS MENU

---

TP9S	COMMONWEALTH OF KENTUCKY	PEAIP08T
05/15/1997	PERSONNEL CABINET	08:29:10
PAGE: 1	CLASS/COUNTY INFORMATION	* MORE

---

CLASS TITLE: CLERK

TYPE: P

COUNTY NAME	REEMPLOYMENT	SUBJ LAYOFF	INT MOBILITY	TOP 5 SCORE
ADAIR	0	0	0	70
ALLEN	0	0	0	70
ANDERSON	0	0	0	83
BALLARD	0	0	0	70
BARREN	0	0	0	70
BATH	0	0	0	70
BELL	0	0	0	70
BOONE	0	0	0	70
BOURBON	0	0	0	70
BOYD	0	0	0	74

CLEAR=END  
PF7=BACKWARD

PF3=PREV SCRIN  
PF8=FORWARD

PF4=APPL MENU  
PF10=PERS MENU

PF5=CERT MENU

---

TP9O	COMMONWEALTH OF KENTUCKY	PEAIP11T
03/17/1997	PERSONNEL CABINET	13:18:07

---

## APPLICANT INFORMATION SYSTEM

APPLICANT LAST NAME: \_\_\_\_\_

APPLICANT FIRST NAME: \_\_\_\_\_

---

ENTER=PROCESS	CLEAR=END	PF4=APPL MENU	PF5=CERT MENU	PF10=MENU
---------------	-----------	---------------	---------------	-----------

---

---

TP90	COMMONWEALTH OF KENTUCKY	PEAIP09T
03/17/1997	PERSONNEL CABINET	13:18:31
PAGE: 1	ALPHABETIC SEARCH	* MORE

---

SEQ	NAME		SSN
1	XXXXXXX	XXXXXX	XXX-XX-XXXX
2	XXXXXXX	XXXXXX	XXX-XX-XXXX
3	XXXXXXX	XXXXXX	XXX-XX-XXXX
4	XXXXXXX	XXXXXX	XXX-XX-XXXX
5	XXXXXXX	XXXXXX	XXX-XX-XXXX
6	XXXXXXX	XXXXXX	XXX-XX-XXXX
7	XXXXXXX	XXXXXX	XXX-XX-XXXX
8	XXXXXXX	XXXXXX	XXX-XX-XXXX
9	XXXXXXX	XXXXXX	XXX-XX-XXXX

ENTER SEQ #: \_

ENTER=PROCESS  
PF5=CERT MENUCLEAR=END  
PF7=BACKWARDPF3=PREV SCRIN  
PF8=FORWARDPF4=APPL MENU  
PF10=PERS MENU

---

---

TPE5	COMMONWEALTH OF KENTUCKY	PEAIP12T
06/18/1997	PERSONNEL CABINET	10:57:16

---

RANK -- CLASS/COUNTY

CLASS CODE: \_\_\_\_

EMPLOYMENT TYPE: \_

COUNTY ABBREVIATION: \_\_\_\_

ENTER=PROCESS

CLEAR=END

PF4=APPL MENU

PF5=CERT MEMU

PF10=MENU

---



---

TPE5	COMMONWEALTH OF KENTUCKY	PEAIP15T
06/18/1997	PERSONNEL CABINET	10:56:39
PAGE: 1	APPLICANT/REGISTER	* MORE

CLASS CODE: XXXX	CLASS NAME: XXXXXXXX XXXXXXXXXXXX XX
TYPE: X	COUNTY: XXXXXXXX

RANK	NAME			SSN	SCORE	AVAIL
000	XXXXXXXXXX	XXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXX	X	XXX-XX-XXXX	XX	X

CLEAR=END  
PF7=BACKWARD

PF3=PREV SCRIN  
PF8=FORWARD

PF4=APPL MENU  
PF10=PERS MENU

PF5=CERT MENU

---

#### 4.10 Title Code/Shift Differential List (Revised 1996).

The Title Code List was made accessible through the Personnel Menu Screen in 1990. You can select title codes either numerically or alphabetically. Effective April of 1996, Shift Differential information is also accessible on-line through selection "A" of the Menu Screen.

The Title Code screen provides the title code, effective date, abbreviated title, pay grade, entry rate for hourly and salary, second shift rate and third shift rate. By entering the appropriate sequence number, a second screen appears which provides more detailed information for the selected title code (i.e., selected title, grade, skill code, table type, salary and hourly entry rates for class, previous title code, new title code, minimum salary for grade, 2nd and 3rd shift rate/percent, establishment date, date in effect and the inactive date.

The Shift Differential screen provides the company number, title code, effective date, abbreviated title, second shift percent and third shift percent. By entering the appropriate sequence number, a second screen appears which provides more detailed information for the selected title code (i.e., company number, title, 2nd and 3rd shift rate/percent, previous and new company number, previous and new title code, establishment date, date in effect and the inactive date.

---

04/03/1996  
PEAH

COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET  
Title Code / Shift Differential List

10:40:03  
PECTI014

Enter "X" Here for Title Code Numeric Listing=====>

Enter "X" Here for Title Code Alphabetic Listing=====>

Enter "X" Here for Shift Differential Numeric Listing====>

You May Designate a Starting Point by  
Entering up to 4 Digits/Characters Here==>

Effective Date=====> 04/03/1996

Display Shift Information for Company===>

Press Clear to End

Press Enter to Process

Press Pf10 to Return to Menu

---

---

04/20/1995 COMMONWEALTH OF KENTUCKY 13:00:30  
PE5B PERSONNEL CABINET PECTI015  
Page 2 NUMERIC TITLE CODE LIST EFFECTIVE 04/20/1995 \* MORE

---

Seq	Title Code	Effective Date	Abbrev Title	Pay Grade	Salary Rate	Hourly Rate	2nd Shift Rate	3rd Shift Rate
1	0046	08/16/1992	POL CAPT	65				
2	0047	08/16/1992	POL MAJ	66				
3	0048	08/16/1992	POL LT COL	67				
4	0050	08/16/1992	POL EAP CR	64				
5	0051	08/16/1992	STAFF LP OFF	66				
6	0061	08/16/1992	EX SEC OF TRN	62				
7	0062	08/16/1992	EX SEC OF I	63				
8	0063	08/16/1992	EX SEC OF II	64				
9	0064	08/16/1992	EX SEC OF III	65				
10	0065	08/16/1992	EX SEC OF IV	66				
11	0101	12/16/1990	ELECTED OFFIC	00				
12	0103	12/16/1990	PAROLE BD CHR	00				
13	0104	12/16/1990	BOARD MEMBER	00				

Enter Sequence Number to: Inquire \_\_

---

Clear=End Enter=Process Pf5=Title Menu Pf7=Backward Pf8=Forward Pf10=Menu

---

---

04/20/1995 COMMONWEALTH OF KENTUCKY 12:46:54  
PE5B PERSONNEL CABINET PECTI017  
Detailed Information for Title Code 0101

Title: ELECTED OFFICIAL  
Abbr Title: ELECTED OFFIC

Grade: 00

Skill Code: 1 : OFFICIALS & MANAGERS  
Table Type: 00 :

Salary Entry Rate for Class:  
Hourly Entry Rate for Class:  
Minimum Salary for Grade:  
2nd Shift Rate/Percent:  
3rd Shift Rate/Percent:

Previous Title Code:  
New Title Code:

Date Established: 12/16/1990  
Date In Effect: 12/16/1990  
Inactive Date:

---

Clear=End Pf3=List Pf5=Title Menu Pf10=Pers Menu

---

04/03/1996 COMMONWEALTH OF KENTUCKY 10:41:04  
PEAH PERSONNEL CABINET PECTI029  
Page 1 Shift Differential List by Company \* MORE

Seq	Company Number	Title Code	Effective Date	Abbrev Title	2nd Shift	3rd Shift
1	47790000000	7301	05/01/1995	PROD TECH I	10%	15%
2	47790000000	7302	05/01/1995	PROD TECH II	10%	15%
3	47790000000	7303	05/01/1995	PROD SPEC	10%	15%
4	47790000000	7304	05/01/1995	PROD SPEC SR	10%	15%
5	47790000000	7305	05/01/1995	PROD SPEC PR	10%	15%
6	47790000000	7306	05/01/1995	PROD SPEC CH	10%	15%
7	47790000000	7307	05/01/1995	PROD COOR	10%	15%
8	47790000000	7310	05/01/1995	SYS SPT TEC	10%	15%
9	47790000000	7311	05/01/1995	SYS SPT TEC S	10%	15%
10	47790000000	7312	05/01/1995	SYS SPT TEC P	10%	15%
11	47790000000	7313	05/01/1995	SYS SPT TEC C	10%	15%
12	47790000000	7314	05/01/1995	SYS SPT CR	10%	15%

Enter Sequence Number to: Inquire

Clear=End Pf5=Shift Menu Pf7=Backwards Pf8=Forwards Pf10=Menu

04/03/1996 COMMONWEALTH OF KENTUCKY 10:41:40  
PEAH PERSONNEL CABINET PECTI041  
Detailed Shift Differential Information on Title Code 7301

Company Number: 30101000000  
Title: PRODUCTION TECHNICIAN I  
Abbr Title: PROD TECH I

2nd Shift Rate/Percent: 10%  
3rd Shift Rate/percent: 15%

Previous Company Number:  
New Company Number:  
Previous Title Code:  
New Title Code:

Date Established: 05/01/1995  
Date In Effect: 05/01/1995

Inactive Date:

Clear=End Pf3=List Pf5=Shift Menu Pf10=Pers Menu

#### 4.11 Positions by Work County (Established 1993).

You can now access the Detailed Title Code information for your agency by work county.

---

PE5B	COMMONWEALTH OF KENTUCKY	PEPCSB2
	PERSONNEL CABINET	
05/04/95	Positions By Work County	12:33:13

---

Your level of access to the following information  
depends on your security authorization.

You must always enter Work County..  
To view Positions by cabinet..... enter cab only.  
To view Positions by department.... enter cab and dept.  
To view Vacant Positions only..... enter a Y

Work County	Cab	Dept	Vacants
-------------	-----	------	---------

Press Clear to End      Press Enter to Process      Press PF10 to Return to Menu

---

---

03/23/94	PE08	Positions By Work County	13:27:58
			PEPCSB3

Work County: \_\_\_\_ Cab: \_\_\_\_ Dept: \_\_\_\_

Pos No	SSN	Name	Py Gd Title	Abbrev	Emp PM
--------	-----	------	-------------	--------	--------

---

Clear=End      PF5=New Selection      PF7=Backward      PF8=Forward      PF10=Menu

---

#### **4.12 Position Description (Established 1998).**

You now have the capability that allows you to enter a Position Description (PD) from a remote CRT (or PC that can function as a CRT) and have the PD transmitted electronically to the Personnel Cabinet.

The process represents a high performance system to allow the PD to flow on-line with the P-1 for preparation and processing. That is, the PD processing speeds can be increased substantially while achieving even greater accuracy levels in the initial preparation of the PD. One of the reasons for this is because of the on-line edit capabilities which notifies the preparer immediately of certain types of problems. For example, the primary task and duties of the position have to equal 100%, or the system will tell you immediately if you only entered 90%.

Transmission (i.e., messenger) and other such "wait state" time is in effect eliminated. And that is where most processing time is consumed. Elimination of messenger time also reduces a security problem that some agencies may have. There is also less chance of the PD being lost or misplaced.

The on-line PD eliminates the need for you to know a lot of technical reference material to prepare a PD. For example, the system automatically tells you which particular fields on the PD need to be completed for a given action.

Another feature about the on-line PD is the history of a PD will be maintained, which means you can look at a PD, and keep track if the PD is still pending or approved.

#### **Special Security Procedures are Required Prior to Authorized Use of the On-line PD**

The on-line PD System requires a User ID to be assigned to each individual assigned to the system. Each person authorized by the agency to type a PD on the terminal must have a unique password. And the password must be changed periodically to avoid any possible security breaches.

There are three available levels to update or add a PD. It is up to the discretion of the appointing authority who the users will be in the first two levels (which are optional).

Anyone who has been authorized to Express a P-1 will have update capability to enter a PD at level three.

## Creating and Sending PD's to the Personnel Cabinet Electronically.

---

TPDV	KENTUCKY PERSONNEL CABINET	PEPCSD01
05/29/1998	POSITION DESCRIPTION (PD)	13:48:26
	Menu Screen	

CABINET	DEPARTMENT	DIVISION	BRANCH	SECTION	UNIT	EMPLOYEE
—	—	—	—	—	—	—

Add a PD =====> \_

Work with a PD =====> \_

Approve / Deny a PD =====> \_

EFFECTIVE DATE: \_\_\_\_\_

ENTER=NEXT SCRIN

CLEAR=END

PF10=MENU

---

1. A. If you are creating a PD, type an "X" in the field following "Add a PD". (See instructions beginning on page 4.57).
  - B. Prior to submission of the PD to the Personnel Cabinet, if you want to change a newly created PD, type "X" following "Work with a PD". (See instructions on page 4.63).
  - C. Prior to submission of the PD to the Personnel Cabinet, if you wish to delete a newly created PD, type an "X" following "Approve/Deny a PD". (See instructions on page 4.76).
2. Press enter and wait for the next screen, or you may clear the screen to end the processing.

### ADD A PD

1. The first sample shows you how to add a PD.
2. Once the PD has been approved or denied by the Personnel Cabinet, the PD cannot be updated or changed.
3. PD's are needed when submitting Establishment, Reclassification, or Reallocation P-1's.

---

TPDV	KENTUCKY PERSONNEL CABINET	PEPCSD01
12/09/1999	POSITION DESCRIPTION (PD)	13:48:26
	Menu Screen	

CABINET	DEPARTMENT	DIVISION	BRANCH	SECTION	UNIT	EMPLOYEE
47	792	01	01	00	00	040

Add a PD =====> X

Work with a PD =====> \_

Approve / Deny a PD =====> \_

EFFECTIVE DATE: 01/01/2000

ENTER=NEXT SCRIN

CLEAR=END

PF10=MENU

---

This screen is used to enter the position number and effective date. Effective date is required and must match the P-1's Effective Date.

Pressing the "Clear" key during the Add process of a PD will take you out of this system without saving any of your work. You must complete all screens to Add (save) your PD.



### How to Create (Add) a PD.

4. Select ADD on the Security Screen, press Enter to proceed to the next screen.

TPDV	KENTUCKY PERSONNEL CABINET					PEPCSD10
12/09/1999	POSITION DESCRIPTION (PD)					13:50:10
ADD						

CABINET	DEPARTMENT	DIVISION	BRANCH	SECTION	UNIT	EMPLOYEE
47	792	01	01	00	00	040

Request:    Establish ☒    Reclass    ☐    Realloc    ☐    Other \_\_\_\_\_  
Employment: Full-time ☒    Part-time ☐    Interim    ☐

Current Title Code: \_\_\_\_\_  
Proposed Title Code: 9020

If filled, name of incumbent: \_\_\_\_\_

Statement of Duties: Briefly state the main function of the job.  
**Performs routine clerical work under immediate supervisor.**

\_\_\_\_\_

\_\_\_\_\_

ENTER=NEXT SCRIN	PF3=PREV SCRIN	PF5=MENU	PF10=MENU	CLEAR=END
------------------	----------------	----------	-----------	-----------

5. This screen is used to enter the action being requested.
6. Press enter to proceed to the next screen.

7. This screen allows you to enter up to seven primary tasks which shall equal 100%. The Average % of time **MUST** total 100%.

---

12/09/1999	KENTUCKY PERSONNEL CABINET	PEPCSD11
13:50:54	POSITION DESCRIPTION (PD) - ADD	PAGE: 1

List up to seven (7) primary tasks and duties performed by the position.  
Begin with the most important duty. Be specific as to the duties and responsibilities of the position.

Seq		Avg % of Time
1	<u>Prepares routine letters and reports or other material</u> <u>using word processing software</u>	50%
2	<u>Files and copies document and other routine office tasks</u> <u>such as faxing documents and answering telephones.</u>	50%
3		000
4		000

ENTER=NEXT SCRN PF3=PREV SCRN PF5=PD MENU PF8=DUTY 5-7 PF10=MENU CLEAR=END

---

8. Press enter to proceed to the next screen.

NOTE: To see additional lines for duties, **press PF-8.**

---

12/09/1999                      KENTUCKY PERSONNEL CABINET                      PEPCSD11  
13:50:54                      POSITION DESCRIPTION (PD) - ADD                      PAGE: 1

---

List up to seven (7) primary tasks and duties performed by the position.  
Begin with the most important duty. Be specific as to the duties and  
responsibilities of the position.

Seq		Avg % of Time
5	_____	
	_____	
	_____	000
6	_____	
	_____	
	_____	000
7	_____	
	_____	
	_____	000

ENTER=NEXT SCRIN                      PF5=PD MENU   PF8=DUTY 1-4   PF10=MENU   CLEAR=END

---

9. This screen determines if this position supervises or not. If you place an "X" in Yes, then you are required to fill out the remainder of the screen.

TPDV	KENTUCKY PERSONNEL CABINET	PEPCSD12
12/09/1999	POSITION DESCRIPTION (PD)	13:51:43
	ADD	

Does the incumbent of this position conduct performance appraisals on subordinate employees? Yes ☐ No ☒

If yes, please list the class title(s) and position number(s) of the employees below, or title and number of contractual employees(s).

[illegible]

ENTER=NEXT   SCRN       PF3=PREV   SCRN       PF5=PD   MENU       PF10=MENU       CLEAR=END

10. Press Enter to proceed to the next screen.

11. This screen indicates the essential functions of an incumbent for Americans with Disabilities Act (ADA), to ensure communication accessibility for individuals with visual and speech impairments. The screen is optional and is not required for you to complete.

---

TPDV	KENTUCKY PERSONNEL CABINET	PEPCSD13
05/29/1998	POSITION DESCRIPTION (PD)	13:52:12
	ADD	

---

Are there any essential functions of this position that require an incumbent to:

NOTE: If this job does not require the below essential elements, DO NOT CHECK.

- ☐ Drive a licensed vehicle?
- ☐ Use a firearm?
- ☐ Lift heavy objects or work in uncomfortable positions for extended periods of time?
- ☐ Be exposed to hazardous working conditions?
- ☐ Frequently communicate in person or by telephone?
- ☒ Spend a major portion of time using a keyboard?
- ☐ Be exposed to any hazards such as traffic or persons with contagious diseases?
- ☐ Visually inspect documents and/or activities and make decisions from those inspections?

OTHER \_\_\_\_\_

---

ENTER=NEXT SCRIN	PF3=PREV SCRIN	PF5=PD MENU	PF10=MENU	CLEAR=END
------------------	----------------	-------------	-----------	-----------

---

12. Press Enter to proceed to the next screen.

13. This screen is for the Supervisor's approval.

---

TPDV	KENTUCKY PERSONNEL CABINET	PEPCSD14
05/29/1998	POSITION DESCRIPTION (PD)	13:52:46
	ADD	

---

SUPERVISOR - I certify that the information listed is, to the best of my knowledge, complete and accurate, and if the position is filled the employee has reviewed the information contained herein.

Name of Supervisor: **JANE DOE**

DATE: **01/01/2000**

Title of Supervisor: **ADM SECTION SUPERVISOR**

NOTE: If submitted electronically, typed name serves as signature. If position is filled, do not submit the PD form until it has been reviewed by the employee.

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PF3=PREV SCRIN      PF4=ADD RECORD      PF5=PD MENU      PF10=MENU      CLEAR=END

---

14. It is no longer necessary for the employee to sign the PD since the job duties are assigned by the supervisor. KRS 12.060 states in part "... such positions shall be under the supervision, direction and control of the heads of the respective departments and shall perform such duties as the heads of the departments prescribe."

15. The positions immediate supervisor's name should be placed here along with the supervisor's title and date the PD was prepared.

Once the above information has been entered, depending on your level of security, you will press PF4=Add Record. The PD will not be submitted to the Personnel Cabinet until Level #3 has approved it.

### UPDATE A PD

1. This sample shows that the first sample PD is incorrect for the percentages of duties, and it needs to be updated.
2. The PD can be updated by the agency up to the point of approval or denial
3. No other approval is necessary from the agency standpoint once the PD has been updated. Updating of a PD does not require a re-approval by your agency. It keeps the original approvals.

---

TPDV	KENTUCKY PERSONNEL CABINET	PEPCSD01
12/09/1999	POSITION DESCRIPTION (PD)	13:48:26
	Menu Screen	

CABINET	DEPARTMENT	DIVISION	BRANCH	SECTION	UNIT	EMPLOYEE
47	792	01	01	00	00	040

Add a PD =====> \_

Work with a PD =====> X

Approve / Deny a PD =====> \_

EFFECTIVE DATE: 01/01/2000

ENTER=NEXT SCRIN

CLEAR=END

PF10=MENU

---

4. This screen is used to enter the position number to be updated.

TPD3  
12/09/1999

KENTUCKY PERSONNEL CABINET  
POSITION DESCRIPTION (PD)  
Listing Screen

PEPCSD02  
09:54:08  
PAGE: 1

Seq	POSITION NUMBER	POSITION ACTION	POSITION STATUS	EFFECTIVE DATE	APPROVED/ PROPOSED TITLE	APPROVAL STATUS
* 1	4779201010000040	Establishment	Full-time	01/01/2000	9020	Pending
2	2222222222222222	UPDATE	Full-time	01/01/1999	7303	Pending
3	3333333333333333	UPDATE	Full-time	01/01/1999	7304	Pending
4	4444444444444444	Establishment	Full-time	02/18/1999	7305	Pending
5	5555555555555555	Establishment	Full-time	03/01/1999	7306	Pending
6	6666666666666666	Establishment	Full-time	02/27/1999	7307	Pending
7	7777777777777777	Reclassification	Full-time	02/01/1999	7308	Pending
8	8888888888888888	UPDATE	Full-time	07/01/1999	7309	Pending
9	9999999999999999	Establishment	Full-time	08/25/1999	7300	Pending
10	1010101010101010	Establishment	Full-time	05/16/1999	7312	Pending
11	2323232323232323	UPDATE	Full-time	04/01/1999	7312	Pending

Enter Sequence Number: Inquire \_\_ Update 1 Delete \_\_ Approve \_\_ Copy \_\_

ENTER=NEXT PF5=PD MENU PF7=BACKWARD PF8=FORWARD PF10=MENU CLEAR=END

\*NOTE: To update any information on a Pending PD, simply enter the sequence # and press the Enter key. In this case, it would be the job duties and percentages.



### How to Update a PD.

---

TPDV	KENTUCKY PERSONNEL CABINET	PEPCSD10
12/09/1999	POSITION DESCRIPTION (PD)	13:50:10
	ADD	

CABINET	DEPARTMENT	DIVISION	BRANCH	SECTION	UNIT	EMPLOYEE
47	792	01	01	00	00	040

Request:    Establish ☒    Reclass    ☐    Realloc    ☐    Other \_\_\_\_\_  
Employment: Full-time ☒    Part-time    ☐    Interim    ☐

Current Title Code: \_\_\_\_\_  
Proposed Title Code: 9020

If filled, name of incumbent: \_\_\_\_\_

Statement of Duties: Briefly state the main function of the job.  
**Performs routine clerical work under immediate supervisor.**

---

---

---

ENTER=NEXT SCRIN	PF3=PREV SCRIN	PF5=MENU	PF10=MENU	CLEAR=END
------------------	----------------	----------	-----------	-----------

---

5. Make your corrections and press the Enter key to save.

6. This screen allows you to enter/correct up to seven primary tasks which shall equal 100%.

---

12/09/1999	KENTUCKY PERSONNEL CABINET	PEPCSD11
13:50:54	POSITION DESCRIPTION (PD) - ADD	PAGE: 1

List up to seven (7) primary tasks and duties performed by the position.  
Begin with the most important duty. Be specific as to the duties and responsibilities of the position.

Seq		Avg % of Time
1	<u>Prepares routine letters and reports or other material</u> <u>using word processing software</u>	55%
2	<u>Files and copies document and other routine office tasks</u> <u>such as faxing documents and answering telephones.</u>	45%
3		000
4		000

ENTER=NEXT SCRIN PF3=PREV SCRIN PF5=PD MENU PF8=DUTY 5-7 PF10=MENU CLEAR=END

---

7. Press enter to proceed to additional screens.

You must press enter to save your changes. The updated PD can be viewed immediately by the Personnel Cabinet.

Once the PD has been approved or denied by the Personnel Cabinet, the PD cannot be updated or changed.

## COPY FEATURE

1. Key in the position # and work with a PD. Press Enter.
2. If you need to send an updated PD to Classification that may be a small change, but not enough to warrant a change in Classification, you will want to use the COPY feature. (Note, however, to not use this unless you have the original PD on-line.)

---

TPDV	KENTUCKY PERSONNEL CABINET	PEPCSD01
12/09/1999	POSITION DESCRIPTION (PD)	13:48:26
	Menu Screen	

CABINET	DEPARTMENT	DIVISION	BRANCH	SECTION	UNIT	EMPLOYEE
47	792	01	01	00	00	040

Add a PD =====> \_

Work with a PD =====> X

Approve / Deny a PD =====> \_

EFFECTIVE DATE: 01/01/2000

ENTER=NEXT SCRN

CLEAR=END

PF10=MENU

---

---

TPD3	KENTUCKY PERSONNEL CABINET	PEPCSD02
12/09/1999	POSITION DESCRIPTION (PD)	09:54:08
	Listing Screen	PAGE: 1

---

Seq	POSITION NUMBER	POSITION ACTION	POSITION STATUS	EFFECTIVE DATE	APPROVED/ PROPOSED TITLE	APPROVAL STATUS
1	4779201010000040	Establishment	Full-time	01/01/2000	9020	Approved
2						
3						
4						
5						
6						
7						
8						
9						

Enter Sequence Number: Inquire \_\_ Update \_\_ Delete \_\_ Approve \_\_ Copy 1

ENTER=NEXT PF5=PD MENU PF7=BACKWARD PF8=FORWARD PF10=MENU CLEAR=END

---

3. Go to COPY and put in the Sequence # that you wish to copy. Press enter.

---

TPDS	KENTUCKY PERSONNEL CABINET	PEPCSD26
06/15/1998	POSITION DESCRIPTION (PD)	13:27:09
	PD COPY	

---

	CAB	DEPT	DIV	BR	SECT	UNIT	EMP
PD to be COPIED:	47	792	01	01	00	00	040
PD to be CREATED:	47	792	01	01	00	00	041

EFFECTIVE DATE: 01/01/2000

PF3=PREV

PF10=MENU

CLEAR=END

---

4. The only information that may be changing is the serial # and the effective date. The system will copy the existing PD to the PD to be created. This eliminates you having to retype information that may not be changing. You can change any of the information. Once information has been changed, press enter.

### How to Copy a PD

---

TPDV	KENTUCKY PERSONNEL CABINET	PEPCSD10
12/09/1999	POSITION DESCRIPTION (PD)	13:50:10
	ADD	

---

CABINET	DEPARTMENT	DIVISION	BRANCH	SECTION	UNIT	EMPLOYEE
47	792	01	01	00	00	041

Request:    Establish ☒    Reclass ☐    Realloc ☐    Other ☐  
Employment: Full-time ☐    Part-time ☐    Interim ☐

Current Title Code: \_\_\_\_\_  
Proposed Title Code: 9020

If filled, name of incumbent: \_\_\_\_\_

Statement of Duties: Briefly state the main function of the job.  
Performs routine clerical work under immediate supervisor.

---

---

---

ENTER=NEXT SCRIN	PF3=PREV SCRIN	PF5=MENU	PF10=MENU	CLEAR=END
------------------	----------------	----------	-----------	-----------

---

5. This screen is used to enter the action being requested.
6. Change the data as needed and press Enter to proceed to the next screen, or you may clear the screen to end processing.

7. This screen allows you to enter up to seven primary tasks which shall equal 100%.

---

05/29/1998                      KENTUCKY PERSONNEL CABINET                      PEPICSD11  
13:50:54                      POSITION DESCRIPTION (PD) - ADD                      PAGE: 1

---

List up to seven (7) primary tasks and duties performed by the position.  
Begin with the most important duty. Be specific as to the duties and responsibilities of the position.

Seq		Avg % of Time
1	<u>Prepares routine letters and reports or other material</u> <u>using word processing software</u>	55%
2	<u>Files and copies document and other routine office tasks</u> <u>such as faxing documents and answering telephones.</u>	45%
3		000
4		000

ENTER=NEXT SCRIN PF3=PREV SCRIN PF5=PD MENU PF8=DUTY 5-7 PF10=MENU CLEAR=END

---

8. Change data as needed and press Enter to proceed to the next screen, or you may clear the screen to end processing.

9. This screen determines if this position supervises or not. If you place an "X" in Yes, then you are required to fill out the remainder of the screen.

TPDV	KENTUCKY PERSONNEL CABINET	PEPCSD12
05/29/1998	POSITION DESCRIPTION (PD)	13:51:43
	ADD	

Does the incumbent of this position conduct performance appraisals on subordinate employees? Yes ☐ No ☒

If yes, please list the class title(s) and position number(s) of the employees below, or title and number of contractual employees(s).

[illegible]

ENTER=NEXT SCRN      PF3=PREV SCRN      PF5=PD MENU      PF10=MENU      CLEAR=END

10. Press Enter to proceed to the next screen.



11. This screen indicates the essential functions of an incumbent for Americans with Disabilities Act (ADA), to ensure communication accessibility for individuals with visual and speech impairments. The screen is optional and is not required for you to complete.

TPDV	KENTUCKY PERSONNEL CABINET	PEPCSD13
05/29/1998	POSITION DESCRIPTION (PD)	13:52:12
	ADD	

Are there any essential functions of this position that require an incumbent to:

NOTE: If this job does not require the below essential elements, DO NOT CHECK.

- ☐ Drive a licensed vehicle?
- ☐ Use a firearm?
- ☐ Lift heavy objects or work in uncomfortable positions for extended periods of time?
- ☐ Be exposed to hazardous working conditions?
- ☐ Frequently communicate in person or by telephone?
- ☒ Spend a major portion of time using a keyboard?
- ☐ Be exposed to any hazards such as traffic or persons with contagious diseases?
- ☐ Visually inspect documents and/or activities and make decisions from those inspections?

OTHER \_\_\_\_\_

ENTER=NEXT SCRIN	PF3=PREV SCRIN	PF5=PD MENU	PF10=MENU	CLEAR=END
------------------	----------------	-------------	-----------	-----------

12. Press Enter to proceed to the next screen.

13. This screen is for the Supervisor's approval.

---

TPDV	KENTUCKY PERSONNEL CABINET	PEPCSD14
05/29/1998	POSITION DESCRIPTION (PD)	13:52:46
	ADD	

---

SUPERVISOR - I certify that the information listed is, to the best of my knowledge, complete and accurate, and if the position is filled the employee has reviewed the information contained herein.

Name of Supervisor: **Jane Doe**

DATE: **01/01/2000**

Title of Supervisor: **Supervisor**

NOTE: If submitted electronically, typed name serves as signature. If position is filled, do not submit the PD form until it has been reviewed by the employee.

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---

PF3=PREV SCRIN      PF4=ADD RECORD      PF5=PD MENU      PF10=MENU      CLEAR=END

---

14. It is no longer necessary for the employee to sign the PD since the job duties are assigned by the supervisor. KRS 12.060 states in part "... such positions shall be under the supervision, direction and control of the heads of the respective departments and shall perform such duties as the heads of the departments prescribe."

Once the above information has been entered, you will press PF4=Add Record to send it to the Personnel Cabinet. Pressing any other key will not save your work.

NOTE: If you need to send an updated PD to Classification that may be a small change, but not enough to warrant a change in Classification, you will want to use the COPY feature. (Note, however, to not use this unless you have the original PD on-line.) In order for the Personnel Cabinet to identify these updates, we are requiring that you enter the word "UPDATE" next to the Other field as the type of request. See next page.

Be sure to review that the name of the immediate supervisor is correct.

---

TPDV	KENTUCKY PERSONNEL CABINET	PEPCSD10
05/29/1998	POSITION DESCRIPTION (PD)	13:50:10
	ADD	

---

CABINET	DEPARTMENT	DIVISION	BRANCH	SECTION	UNIT	EMPLOYEE
—	—	—	—	—	—	—

Request:    Establish \_    Reclass \_    Realloc \_    Other **UPDATE**  
Employment: Full-time \_    Part-time \_    Interim \_

Current Title Code: \_\_\_\_\_

Proposed Title Code: \_\_\_\_\_

If filled, name of incumbent: \_\_\_\_\_

Statement of Duties: Briefly state the main function of the job.

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---

---

ENTER=NEXT SCRIN	PF3=PREV SCRIN	PF5=MENU	PF10=MENU	CLEAR=END
------------------	----------------	----------	-----------	-----------

---

## APPROVE A PD

TPDV  
12/09/1999

KENTUCKY PERSONNEL CABINET  
POSITION DESCRIPTION (PD)  
Menu Screen

PEPCSD01  
13:48:26

CABINET	DEPARTMENT	DIVISION	BRANCH	SECTION	UNIT	EMPLOYEE
47	792	01	01	00	00	040

Add a PD =====> \_

Work with a PD =====> \_

Approve / Deny a PD =====> X

EFFECTIVE DATE: 01/01/2000

ENTER=NEXT SCRIN

CLEAR=END

PF10=MENU

TPD3 KENTUCKY PERSONNEL CABINET PEPCSD02  
12/09/1999 POSITION DESCRIPTION (PD) 09:54:08  
Approval Listing PAGE: 1

Seq	POSITION NUMBER	POSITION ACTION	POSITION STATUS	EFFECTIVE DATE	AGENCY LEVEL			P	C
					1	2	3	R	L
								O	A
								C	S
1	4779201010000040	Establishment	Full-time	01/01/2000					
2	2222222222222222	UPDATE	Full-time	01/01/1999		A			
3	3333333333333333	UPDATE	Full-time	01/01/1999		A			
4	4444444444444444	Establishment	Full-time	02/18/1999		A			
5	5555555555555555	Establishment	Full-time	03/01/1999		A		A	
6	6666666666666666	Establishment	Full-time	02/27/1999		A		A	
7	7777777777777777	Reclassification	Full-time	02/01/1999		A		A	
8	8888888888888888	UPDATE	Full-time	07/01/1999		A			
9	9999999999999999	Establishment	Full-time	08/25/1999		A			
10	1010101010101010	Establishment	Full-time	05/16/1999					
11	2323232323232323	UPDATE	Full-time	04/01/1999		A			

Enter Sequence Number to Update: 1

ENTER=NEXT PF5=PD MENU PF7=BACKWARD PF8=FORWARD PF10=MENU CLEAR=END

TPDV  
05/29/1998

KENTUCKY PERSONNEL CABINET  
POSITION DESCRIPTION (PD)  
Approval Screen

PEPCSD09  
13:55:45

Department: 47-792  
Position Number: 01-01-00-00-000  
Position Action: Establishment  
Proposed Title: 9020 CLERICAL ASST  
Effective Date: 01/01/2000

Agency Level #1 -  
Agency Level #2 -  
\* Agency Level #3 A (A=APPROVED D=DENIED)  
Processing -  
Classification -

FOR PERSONNEL CABINET PROCESSING ONLY:

DATE \_\_\_\_\_

ENTER=UPDATE

PF3=PREV

PF5=PD MENU

PD10=MENU

CLEAR=END

\*Note that the PD has to be approved at level #3 in order for the Personnel Cabinet to be able to approve or deny.

The level #1 and #2 are optional depending on the Agency.